

GRETCHEN LARY BATOON



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Professional Summary

Experienced accounting professional with over 9 years of progressive experience in financial reporting, VAT filing, payroll, and audit coordination. Adept at using accounting software such as Sage 50 and Zoho Books. Proven ability to manage accounts, reconcile bank statements, and support administrative operations.

Professional Experience

- **Accountant | TRACCS W.L.L, Bahrain | December 2024 to present**

- Oversee day-to-day finance and accounts operations for TRACCS and its sister companies
- Assists with monthly and yearly closings
- Coordinate audit processes and maintain internal financial controls
- Handle supplier payments and account/bank reconciliation
- Prepare and file quarterly VAT returns
- Manage accounts, billing, and follow-ups on outstanding payments
- Support office administration and inventory management for its sister company

- **Accountant | DOTM W.L.L., Bahrain | November 2019 – December 2023**

- Prepared quotations and invoices
- Assisted with monthly and yearly closings
- Participated in audit preparation and coordination
- Handled account/bank reconciliation and VAT returns
- Processed payments and followed up on receivables

- **Accounting Officer | TECHNOCHEM Trading, Bahrain | March 2016 – October 2019**

- Managed petty cash and business expenses
- Prepared sales invoices and delivery notes
- Communicated with clients for payments and account statements
- Processed payment vouchers and conducted bank reconciliation

- **Treasury Staff | Pure Gold Price Club Inc., Philippines | March 2016 – April 2016**
 - Collected and verified daily cash transactions
 - Maintained records of cash advances and reimbursements
 - Managed petty cash, ensured daily sales reconciliation and balanced the revolving fund
- **Branch Accountant | ADA Manufacturing Corp, Philippines | October 2014 – January 2016**
 - Safeguarded company assets and verified financial documents
 - Prepared accounting and inventory reports
 - Managed petty cash and branch operating expenses

Education

- Career Service Examination Passer – Professional Level, Philippines
- Mariano Marcos State University, Philippines (2010 – 2014): Bachelor of Science in Business Administration, Major in Management Accounting
- San Nicolas National High School, Philippines – Graduated with Distinction (2006 – 2010)
- San Nicolas Elementary School, Philippines – Graduated with Distinction (2000 – 2006)

References

- Mark Anthony Napule
Owner, Technochem Trading
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- Collin D'Silva
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