

LUCYDIE M. DELA CRUZ

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SUMMARY

A skilled accounting professional holding a Bachelor's Degree in Science of Accountancy major in Financial Accounting with 14+ years of experience in the areas of accounting, payroll, internal audit, taxation, finance management and has comprehensive knowledge on practical application of IFRS. Looking for part-time work while pursuing my study in Masters in Accounting and Finance.

- Has 3 years of experience in Peachtree and proficient knowledge in Tally ERP and 3 years experience in using SAP ECC6 software in recent employment.
- Proven ability to manage multiple assignments while meeting tight deadline schedules.
- Possess reputation as a self-directed professional with excellent problem solving, analytical and communication skills.
- Proven track record of performing work in an ethical manner while consistently maintaining the integrity of all financial data.
- Strong relationship-building skills and effective collaboration with management, co-workers, vendors and clients.

CORE COMPETENCIES

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|--|---------------------------------------|
| ➤ Expense Reporting & Reconciliation | ➤ Bank Reconciliation |
| ➤ Accounts Payable & Accounts Receivable | ➤ Cash Management and Controls |
| ➤ Vendor Relations & Customer Service | ➤ Month-end Reconciliation & Analysis |
| ➤ Financial Statements & Preparation | ➤ Reporting & Documentation |
| ➤ General Ledger Entries & Audits | ➤ Analytical & Critical Thinker |
| ➤ Data Entry, Receipts & Invoices | ➤ Microsoft Office Proficient |
| ➤ Intercompany Reconciliation | ➤ Peachtree Accounting System |
| | ➤ SAP system |
| | ➤ Goal Setting & Attainment |

PROFESSIONAL EXPERIENCE

I. Position & Period: Accountant - (June 2021 to December 2023)
Senior Accountant (January 2024 to September 2024)
Name of organization : Jindal Films Europe (Dubai Based)

Reporting to the Financial Reporting Manager, my key duties included:

- Prepare and process invoices and credit notes. Day to day bookkeeping of journal entries.
- Book manual entries and reconcile all bank account statements against book records in the system.
- Maintaining and recording loan interests monthly for all sales offices.
- Calculate and maintain the schedule of long term interests and reconcile the balance against system
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements.
- Plan, set up and administer accounting systems and prepare financial information for individuals, departments within organizations, businesses and other establishments
- Examine and maintain internal controls procedures and reporting
- Post journal entries and reconcile accounts, maintain general ledgers and prepare financial

statements and reports

- Reconciling specified general ledger accounts. Review for accuracy and correct posting entries.
- Prepare, set-up and administer monthly exchange rates in manual and SAP accounting system and send the report to the Finance and Sales Team.
- Examine financial accounts and records and prepare accounting reports and CIT.
- Analyze and consolidate financial statements and reports from accounting records.
- Liaise with internal and external auditors. Provide supporting documentation, information and answers.
- Assist in preparation and recording of cost recovery journals. Assist in the budget preparation process.
- Support other team member, train and supervise newly joined accountants
- Ensure in meeting and performing every task in group finance monthly, quarterly and year-end closing deadlines.
- Prepare month-end summary of inventory and COGS activity
- Review and investigate the perpetual inventory; work with operations to review and adjust inventory transactions as necessary.
- Provide critical analysis related to inventory and product margin reporting
- Review and investigate the perpetual inventory; work with operations to review and adjust inventory transactions as necessary,

II. Position & Period: Regional Accountant – A.R. (January 2018 to April 2021)

Name of organization : Rapid Access LLC – Dubai, UAE

Reporting to the Regional Credit Control Manager, my key duties included:

- Calculate, prepare, review and process invoices and credit notes, reviewing daily cash receipts, allocating payments and generally maintaining monthly account reconciliations.
- Code, total, batch, enter, verify journal entries and reconcile transactions in various accounts.
- Prepare monthly general and standard journal entries against received customer payments.
- Develop and maintain cost finding, reporting and internal control procedures
- Review, prepare and process all credit note requests. Allocate all credit notes against original customer invoices.
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements.
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems.
- Monitor and reconcile cash transactions to ensure that bank account balances are accurate.
- Work with the depot management team to accurately forecast and track cash flow on a weekly, monthly and quarterly basis.
- Examine accounting records and prepare financial statements and reports during month-end closing.
- May supervise and train other newly joined accountants.
- Prepare regular bank reconciliations. Coordinate and resolve bank queries.
- Assist in the timely closing of monthly accounts by ensuring cash management and general ledger data is up to date. Prepare and record assigned journal entries for monthly closing.
- Reconciling specified general ledger accounts. Review for accuracy and correct posting entries.
- Participate in preparing monthly, quarterly, semi-annually and annual financial closing and reports and work effectively with management and accounting teams.
- Liaise with internal and external auditors. Provide supporting documentation, information and answers. Assist in preparation and recording of cost recovery journals. Assist in the budget preparation process.

III. Position & Period: General Accountant (Sep 2014 to Aug 2017)

Name of organization: RODL Middle East, Dubai, UAE

- Assist in managing the Finance and Accounting Outsourcing engagements of the company and oversee functions relating to accounting, payroll, internal audit, taxation (VAT), and financial management for clients.
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Plan, set up and administer accounting systems, prepare financial records of individuals or

companies

- Develop and maintain cost finding, reporting and internal control procedures
- Prepare, perform bookkeeping services and examine financial accounts and records.
- Responsible for the accounting functions for Dubai based clients and reports to counterpart accountants on parent companies in USA, Switzerland, and Germany.
- Performs end to end accounting services and prepares financial statements in accordance with the IFRS and relevant reporting standards. Analyze financial statements and reports.
- Supervise and train accountants and give support to fellow colleagues and work as team player.
- Prepare other statistical, financial and accounting reports monthly, quarterly and yearly.
- Maintains accounting controls by preparing and recommending policies and procedures for our client's internal control system and provides advisory services on the financial accounting and reporting needs of our clients.

IV. Position & Period: Accounting Assistant – Level 2 (Oct 2011 to Aug 2014)

Name of organization: BDO Unibank, Inc.

- Performs day to day accounting transactions and reporting in accordance with the rules and regulation of banks policy.
- Prepare journal entries, working papers and departmental analysis for quarterly and year-end audits.
- Verify and balance automatic teller machine transactions and ledger entries, calculate service charges and interest payments and notify customers regarding account discrepancies and captured bank cards
- Code, total, batch, enter, verify and reconcile transactions such as cheques and statements in ledger or computer system.
- Enter general data, ensuring correct coding for payments and accuracy in the system. Maintaining accurate and timely record of bank statement reconciliations, revenue analysis, reconciliations of General ledger accounts and financial statements.
- Prepares assets, liability and capital account by compiling and analyzing account information.
- Perform clerical duties such as word processing, excel, maintaining filing and record systems.

EDUCATION

Bachelor of Science in Accountancy major in Financial Accounting

Universidad de Manila, Philippines

June 2006 – April 2010

Currently:

Masters in Accounting and Finance

Leeds Beckett University

September 2024 - September 2025

REFERENCE

- ❖ David Kubler - Financial Reporting Manager
Jindal Films Europe
David.Kubler@jindalfilms.com
- ❖ Marissa Mallanao - Data Analyst
Rapid Access LLC
Marissa.mallanao@rapidaccess-gulf.com