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Dubai, United Arab Emirates
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[Bold Profile](#)

EDUCATION

Bachelor of Science:
Accountancy
University of Mindanao,
Bolton Street, Davao City,
Philippines, April 1998

OSCAR VICENTE

SKILLS

- Familiarity with GAAP
- Financial statements
- Bookkeeping
- Bank reconciliation
- Quickbooks
- Peachtree

PROFESSIONAL SUMMARY

Skilled Accountant with in-depth knowledge of accounting processes and controls. Reliable in maintaining record keeping accuracy and currency. Understands the end-to-end impact of accounting and how to leverage data to improve business decision-making.

WORK HISTORY

February 2014 - January 2021

Alebda Company Catering Services - Accountant, Tripoli, Libya

- Posted journal entries, prepared financial statements and reports, and closed books.
- Increased profits by 82 % via cost control inventory analysis and budgetary accounting for raw materials per year.
- Streamlined operations and implemented an accounting system that increase productivity by 68%.
- Examined and discovered opportunities to save costs, reducing 47% of company expenditures in Y2018.
- Implemented an ERP system for multiple warehouses to easily track stock movements, eliminating \$2k manpower cost per Month.
- Initiated and followed up on overdue accounts receivable and collected 80% of the doubtful accounts after several negotiations.

October 2011 - September 2013

Comercio e Investimentos, LDA. - Accountant, Quelimane, Mozambique

- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management, and various reconciliations.
- Established business process improvements which enhanced the functions of accounts payables, established common vendor files, eliminated duplications, and reduced monthly processing time by 65%.
- Decrease company expenditures by 12% by consistently identifying potential cost savings opportunities.
- Analyzed aged accounts reports and collected payments on all accounts resulting in a DSO decreased of 9 days.

June 2009 - October 2011

Security House Trading - Accountant, Riyadh, Saudi Arabia

- Posted journal and ledger entries, prepared financial statements and reports, and closed books.
- Implemented a new accounting system/ERP for inventory tracking which proved to be 30% more efficient than the previous one.
- Arranged and conducted a financial review to identify areas of overspending and reduced outgoing by 15% per month.

December 2006 - January 2009

Thrifty Car Rental - Accountant, Doha, Qatar

- Checked rental applications and documentation in accordance with the company standards, including monthly rates, credit cards, driving license, and signature.
- Handled day-to-day accounting process for open rental agreements, documented car damage repair charges, and notified the client.
- Built and maintain strong client relationships by sending on-time free error statements of account, resulting to diminish back log, oversight, and error of rental charges to 30%.

April 2002 - December 2006

Zone-X Cafe - Accountant, Muntinlupa, Philippines

- Handled day-to-day accounting processes to drive financial accuracy, and handled complete sets of accounts independently.
- Analyzed inventory cost averaging Php250k per month to minimize food costs and maximize profits.
- Forecasted monthly budget to adjust labor schedules and managed logistics of daily food supply orders.
- Managed month-end closing reports with tight deadlines and supervised monthly remittances due to the government.

March 2000 - April 2002

Gameworx, Inc - Accounting Clerk, Muntinlupa, Philippines

- Monitored status of accounts receivable and payable to facilitate prompt processing, and completed payroll functions to facilitate accurate and prompt staff payments.
- Applied proper codes to invoices, payment voucher files, and receipts to keep records organized and easily searchable., and manage bank, clients and supplier reconciliation.
- Managed the filing of Social security system, home development fund and Philippine health insurance, and value added Tax.
- Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.

September 1998 - January 2000

Synline Industrial Corporation - Accounting Clerk, Laguna, Philippines

- Monitored the status of accounts receivable and payable to facilitate prompt processing, and completed semi-monthly payroll for company personnel.
- Input high volume of monthly invoices with consistent accuracy, and applied proper codes to invoices, files, and receipts to keep records organized and easily searchable, managed over 40 customers per day.
- Maintained clean and organized files by keeping accounts payable records up-to-date.