NIMFA MODANCIA ARROYO
Contact No. : +971 55-286-2518
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OBJECTIVES:

To contribute in the company's endeavor to maximize its success in doing business by exuding reliability in dispensing my duties in finance and accounting with integrity earned and honed over decades of solid well rounded work experiences and in the same way, to further gain learnings to continuously grow as a professional.

Summary of Qualifications:

- Eight (8) years experience in Accounting;
- Four (4) years experience in Treasury & Bank Relations;
- Five (5) years experience in Admin Management
- Four (4) years experience in Budget & Corplan;
- Four (4) years experience in HR and Labor Relations;
- One & half (1&1/2) years experience in Systems & Procedures;
- Four (4) years experience in Market Planning;

SKILLS:

- Finance & Accounting;
- Analytical, Decisive and pragmatic; Keen attention to details;
- Assertive and able to creatively influence formal & informal leaders;
- Able to manage prioritized workload;
- Able to translate large amounts of data into useful information & actionable items;
- Creative and articulate with the ability to develop new ideas & solutions.

WORK EXPERIENCES:

2019 to March 2021
AL RAYAN REAL ESTATE CO LLC (REAL ESTATE) Dubai,
ACCOUNTANT

- Funds management – preparation and monitoring of post-dated cheques due for deposit and recommending release of payments to suppliers when funds become available via Daily Cash Position and Cashflow management;
- Preparation of Tenancy Contracts for closed sales by the Marketing;
- Processing payments to suppliers;
- Preparation and payment of Employees WPS related payments;
- Maintain and monitor expenses related to running horse stables in Dubai and in Ajman;
- Account Payable Management ensuring that payables are paid within allowable credit terms;
- Process payments to suppliers;
- Post-dated cheques issued monitoring based on due dates for funding purposes;
- Ensures that all transactions are posted in the Accounting – Tally system;
- Reconciles general and subsidiary ledgers;

2017 to 2019– ONE WORLD TRADING LLC (SALON PRODUCTS & LINGERIE), Dubai
ACCOUNTANT

- Financial statement preparation & analysis – Balance Sheet and Income Statement;
- Funds management – preparation and monitoring of collection and payables via Daily Cash Position and Cashflow management;
- Invoicing customers;
- Processing payments to suppliers;
- Preparation and payment of Employees WPS related payments;
- VAT return preparation, filing and payments;
- Maintain company accounts and all the associated reports for proper and complete substantiation of transactions;
- Reconciles general and subsidiary ledgers;

2016 to 2017– YAS Restaurant and Café / RETCO Restaurant LLC (F&B)
Dubai, **ACCOUNTANT**

- Maintain books of accounts and all associated journals for revenue-sales, payables, expenses and payroll;
- Reconcile general and subsidiary ledgers on inventory & payables, sales and collection records;
- POS Cashier sales validation and analysis;
- Monitor sales traffic for coordination with;
- Logistics department for items due for delivery;
- Purchasing department for items due for inventory stocking;
- Collection from banks for credit card sales & catering clients;
- Account Payable Management ensuring that payables are paid within allowable credit terms;
- Process payments to suppliers;
- Post-dated cheques issued monitoring for due dates – funding;
- Monitor **suppliers'** performance as against provisions of the contracts;
- Ensure stock levels in stores are maintained & liaising with Purchaser for optimal stock replenishment and transfer;
- Costing and cost analysis;
- Prepares cash flow statements;
- Prepares bank reconciliation statements;
- Monitors PDC releases;
- Facilitate WPS payroll and payroll related payments

2014 – 2016 FAIT MAISON Catering Services LLC (CATERING) Dubai, UAE
ACCOUNTS and HR

- Maintain company accounts and all associated journals for revenue-sales, payables, expenses and payroll;
- Reconcile general and subsidiary ledgers on inventory & payables, sales and collection records;
- Preparing sales invoices;

- Handling petty cash funds payments & replenishments;
- Handling data entry operations and filing of documents and records;
- Prepare analytical reports for management review and explain major variances and profit & loss items;
- Facilitate review meetings and communicates results of operation to management in order to increase operational efficiency;
- Accounts Payable Management ensuring that payables are paid within allowable credit terms;
- Monitor suppliers' performance as against provisions of the contracts;
- Monitoring of due dates and funding for PDC's released to suppliers;
- Facilitate and validate payroll and payroll related payments;
- Facilitate WPS payroll and payroll related payments;
- Ensures compliance back room operations with local laws and regulations;
- Formulate policies relative to employee motivation and behavior, i.e. loans, incentives and standard;
- Monitor PRO activities for staff documentation from hiring to cancellation;
- Trade license registration renewal;
- Negotiating office lease scouting and renewals;
- Benefits administration;

2008– 2013 Lauren Silva Group of Cos. (ONLINE SELLING LINGERIE) Ortigas, Pasig **ACCOUNTING & ADMIN Manager**

- Manage back office operations in the Philippines of the LSGI- New York-based lingerie company;
- Initiates process improvement necessary for company/department & operational controls;
- Maintain company accounts and all associated journals;
- Reconcile general and subsidiary ledgers on inventory & payables, sales and collection records;
- Prepare analytical reports for management review and explain major variances and profit & loss items;
- Facilitates review meetings and communicates results of operation to management based in New York in order to increase operational efficiency;
- Monitor sales traffic for coordination with;
- -Logistics department for items due for delivery;
- Purchasing department for items due for inventory stocking;
- Collection from banks for credit card sales;
- IRS payment of applicable taxes;
- Coordinate Marketing department for non-moving items with inputs on maximum discounts the items can be put on sale without compromising margins;
- Manages external audit processes and ensure submission of financial statements to IRS on prescribed timelines;
- Accounts Payable Management ensuring that payables are paid within allowable credit terms;

- Monitor suppliers' performance as against provisions of the contracts;
- Facilitate and validate payroll and payroll related payments;
- Ensures compliance of LSGI back room operations with local laws and regulations;
- Formulate policies relative to employee motivation and behavior, i.e. loans, incentives and standard benefits administration;
- Successfully facilitated team building programs at local office and initiated periodic online team building communications between New York, Peru and Manila offices;
- Guide and mentor personnel to ensure consistent performance standards are met;

2002 – 2006 SYSCO Development Corp. (REAL ESTATE)
Mandaluyong **FINANCE & BUDGET OFFICER**

1999 – 2001 FILA Phils, Inc. (SPORTS SHOES & APPAREL) Quezon City
BUDGET OFFICER

- Prepare annual budgets and monthly variance analyses reports for internal and external reporting (Hong Kong regional office);
- Conduct analysis and qualitatively articulate results of operations in the Philippines for regional reporting to Hong Kong regional office;
- Formulate marketing campaigns for non-moving items with inputs on maximum discounts the items can be put on sale without compromising margins;
- Perform financial analyses and analytical review periodic financial outlooks associated with risks and opportunities; i.e. Sales promo effectiveness, Inventory stock levels and Importation;
- Initiate process improvements for issues identified hampering operating sales units (Boutiques, Concessionaires and Direct Sellers) from achieving its goals;
- Improved inventory stocking processes and controls;

1989 – 1999 XEROX Philippines (COPIERS & OFFICE AUTOMATION)
Paranaque City
BUSINESS SYSTEMS SUPERVISOR

Designed Business Systems;
- Developed Policies & Procedures for Business Systems;
- Documented Existing Business Systems;
- Designed Business Process Forms;

OIC – BRANCH ACCOUNTANT

- Coordinate with Branch Manager with regards to the general operation and performance;
- Prepare monthly revenue performance, inventory and receivables movement

analysis reports;
- Prepare branch annual market plans and corresponding operating budget;
- Supervise three (3) staff;

MARKET PLANNING

- Prepare periodic performance
- The reports to management and operations group necessary to identify strong and deficient revenue parameters and comparative reports on cost of marketing campaigns required to generate resulting revenues;
- Coordinate with Branch Manager with regards to the general operation and performance;
- Prepare monthly revenue performance, inventory and receivables movement analysis reports;
- Prepare annual market plans and corresponding operating budget;

EDUCATION:

Master in Business Administration, De La Salle University Graduate School, RCBC Plaza Makati, Philippines – In process;
1985 – 1989 Polytechnic University of the Philippines,
Sta. Mesa, Manila

Bachelor in Accountancy – CUM LAUDE;
Resident Scholar from 2nd to 4th year;
Awarded Most Outstanding Accounting Student – 1985 JPIA;
1981 – 1985 P.U.P. Laboratory High School
Sta.Mesa, Manila

1974 - 1980 15th Avenue Elementary School Murphy, Q.C;
VAT – Value Added Tax Trained

CHARACTER REFERENCES:

Shiela Ricafrente, Director – ADNOC – Dubai, UAE ; +971-055-949- 0646;

Feras Arar – Operations Manager MTF Properties; +971050-303- 3242;

Ronald B Seguritan – Colleague – Fait Maison Cuisine; +971052- 211-6019;

DECLARATION:

This is to attest that the aforementioned details are true and correct to the best o my knowledge.

NIMFA MODANCIA ARROYO