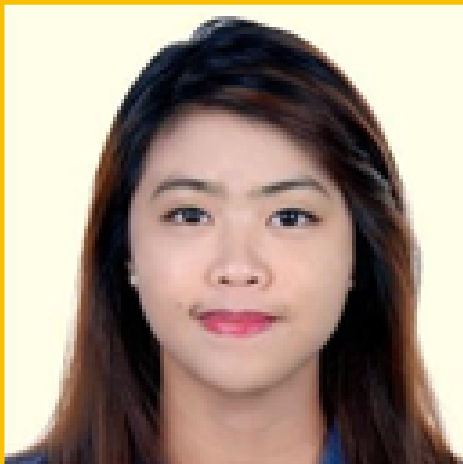




Abegail Lebag

ACCOUNTANT

ABEGAILLEBAG@GMAIL.COM

SHARJAH, UAE

+97154 4478185

Introduction

ACCA Affiliate, 4 Years of finance experience in the UAE.

Has high attention to detail & accuracy, reporting & bookkeeping skills, Proficiency in using certain Accounting softwares. Reliable & responsible to my duties and company's expectation, has hunger for growth & learning. Aiming for company's financial & management success.

Core Skills

- Quickbooks Online Proficient
- Tally ERP Proficient
- Zoho books Proficient
- Bookkeeping
- Reconcillation
- VAT Reporting & review
- Payroll Reporting
- Document Control
- Calligraphy
- Graphic Design (PS & AI)

Career Summary

Accountant

Florette | June 2020 - Current Date (1 Year & 4 Months)

- Formulating Financial Statements (P&L and BS)
- Maintaining Accounts Payable & Receivable management.
- Bank & Cash reconciliation for all bank accounts & 2 shop branches.
- Recording & Maintaining Monthly depreciation & amortization.
- Monitoring post dated cheques & Depositing cheque payments.
- VAT Reporting & Review each quarter
- Calculating & generating payroll reports for more than 40 employees each month.
- Purchasing & procurement for any requirements by the operations team.
- Reconciling sales & payments imported from Shopify to QBO via payment platform.
- Monitoring cash advances & company loans.
- Generating a weekly cashflow report to guide employers on schedule of payments.
- Generating cost sheet report for each bulk import shipments of flowers.
- Costing & pricing bouquet samples using desired mark up values.
- Document Control & Filing Management

Senior Accounts Executive

Dynamic Logics Management Consultancy | Nov 2017 - May 2020 (2 Years & 7 Months)

- Financial Analysis & Formulating Financial Statements (P&L and BS) for various clients of different industries. (Rental, Group of Companies, Retail & Restaurants)
- Formulate clear and understandable audit reports and presentation
- Consulting with Clients and their related business requirements.
- Bookkeeping for multiple companies.
- VAT Review & Reporting for handled clients.
- Telemarketing & Social Media Marketing (Instagram, Facebook & Whatsapp)
- Graphics design for brochures & Company profile creation.

Audit Assistant Trainee

Khattar and Kaysar Public Accountants (K&K) | July - September 2017 (2 Months)

- Bank Reconciliation
- Conducting Cash Count
- Familiarized with audit procedures

Other Information

Home address: Sharjah, UAE

Nationality: Philippines

Age: 25

Civil Status: Single

Driver's License: ✓

Visa Status: UAE Sponsor's Visa

Language: English & Tagalog (Fluent)

Education

ACCA Affiliate

Diploma in Business & Accounting - ACCA

Oxford Brookes University | June 2008

Undergraduate of Bachelor of Science

in Applied Accounting