

## PRINCES FLORES CARANDANG

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### PROFILE

Have 10 years extensive experience as an Accounting Assistant in various companies like Trading & Logistic, Manufacturing & Construction Companies. Well organized, multi-tasks skilled and team player.

### EXPERIENCE

#### **IPC Group LLC/New Finishing Way Trading Contracting & Services WLL** **(November 10, 2021 – September 5, 2024)**

Badr Building, C Ring Road, Doha Qatar

#### **ACCOUNTING ASSISTANT**

*As an Accounting Assistant, I do the following tasks:*

- ❖ Provide assistance to the Finance Manager & Assistant Finance Manager in the day-to-day operation of the Finance team.
- ❖ Prepare payment voucher for all transaction and verify the completeness of all required supporting documents like purchase request form, LPO, delivery note, Payment certificate, Invoices and receipt.
- ❖ Conduct database for all financial transaction.
- ❖ Posting of Local Purchase Order and Bill by each project in QuickBooks.
- ❖ Posting of other Financial transaction in Quickbooks.
- ❖ Prepare Cash Withdrawal Form, Petty Cash, Employee Cash Advances, Cash & Cheque Deposit form.
- ❖ Perform Cash Withdrawal & Cash Deposit.
- ❖ Perform reconciliation for Supplier's Statement of Account and assist the suppliers for their payment & outstanding balances.
- ❖ Prepare monthly payroll attendance and submit it to verify with the Assistant Finance Manager with coordination with the HR Team whenever needed.
- ❖ Prepare of monthly Payslip for all employees.
- ❖ Visit the site for any cash basis salary.
- ❖ Prepare monthly report to Cost Control Manager for manpower cost by each project.
- ❖ Reconcile and prepare Accounts Payable reports.
- ❖ Pay monthly utilities online (Ooredoo, Vodafone & Kahramaa).
- ❖ Scanning of all payment voucher for record keeping and attached it on the QuickBooks.
- ❖ Filing of all financial documents.

- ❖ Assist in the preparation of Budget when the Assistant Finance Manager is on vacation.
- ❖ Participate with the Assistant Finance Manager for Annual Audit.

**Cougar Contracting Co. W.L.L (August 2017 – October 2021)**

Bin Omran, Doha Qatar

**Clients:** Leighton Contracting Qatar WLL-Al Jaber Engineering LLC Joint Venture, Al Jaber Engineering, Al Jaber & Makhlouf, J&P Avax S.A, Muhibbah, Hatco, Hatcom, Mastro, Mideco, Nabina Interiors, Al Hattab Holding & Al Darwish Engineering

**ACCOUNTING ASSISTANT**

*As an Accountant, I do the following tasks:*

- ❖ Handling Corporate Internet Banking.
- ❖ Monitor the Bank Accounts for all transaction.
- ❖ Process Cheques deposit.
- ❖ Prepare for any Bank Application.
- ❖ Prepares monthly salary, making SIF file and transferring salaries of employee through WPS.
- ❖ Perform Bank Reconciliation.
- ❖ Handling Sales, Accounts Receivables and Accounts Payable.
- ❖ Prepare Quotation and BOQ with complete details like price, terms and conditions.
- ❖ Prepare Subcontract Agreement as per agreed Quotation.
- ❖ Prepare of Purchase orders, Proforma & Commercial Invoices and Letters of Credit (LC)
- ❖ Handle Petty Cash Funds, Cash on Hand, Cheque Books, and release the payment to Suppliers by cash or cheques.
- ❖ Making Payment Voucher & Receipts.
- ❖ Responsible for verifying of all timesheet for Manpower suppliers.
- ❖ Responsible for arranging, checking & recording and reconcile of Suppliers Invoices.
- ❖ Prepare correspondence to suppliers related to differences in Statement of Account or discrepancies on invoices.
- ❖ Reconcile Supplier & Clients Statement of Account when received.
- ❖ Prepare Statement of Account of all Clients.
- ❖ Arrange invoices, payment vouchers, receipts in the appropriate files.
- ❖ Prepare Bank Letters and other immediate collection letters.
- ❖ Prepare offer letter for new employee, final settlement & employment certificate.
- ❖ Participate for an Annual Audit.

**Crestec Philippines Inc. (May 2016 – May 2017)**

Lima Technology Center, Lipa City, Batangas Phils.

**ACCOUNTING ASSISTANT**

*As an Accounting Assistant, I do the following tasks:*

- ❖ Posting of Accounts Payable in SAP and Peachtree System
- ❖ Posting of Accounts Receivable in SAP and Peachtree System
- ❖ Posting Debit Note both Suppliers and Clients

- ❖ Inventory Adjustment for Sales
- ❖ Updating Cash Disbursement Journal
- ❖ Handling Petty Cash and making weekly Report
- ❖ Uploading of Sales.
- ❖ Input Daily FOREX Rate on SAP.
- ❖ Reconciliation of Accounts Receivable and making Statement of Account for Client.
- ❖ Reconciliation of Accounts Payable.
- ❖ Preparing of Payment Details for month end due.
- ❖ Filling of Sales Invoice and Payment Vouchers.
- ❖ Deposit Cheques and releasing payment to Suppliers.

**Daiho Philippines Inc. (March 2015- March 2016)**

Lima Technology Center, Lipa City, Batangas, Phils.

**FINANCE ASSISTANT**

*As a Finance Assistant, I do the following tasks:*

- ❖ Prepare daily sales report to the Chairman.
- ❖ Assists and responds on customer inquiries and other concerns.
- ❖ Checking and following up overdue accounts and initiate immediate collection.
- ❖ Releasing of payments for Suppliers.
- ❖ Recording Book of Accounts- Cash Disbursement and General Ledger.
- ❖ Preparing Debit memo and Credit memo to all customers.
- ❖ Encoding the monthly Creditable Withholding Tax Expanded, Sales and Purchases on the BIR System.
- ❖ Making BIR 2307 or Expanded Withholding Tax for supplier's reference.
- ❖ Making PhilHealth Contribution Certificate.
- ❖ Distribute the Statement of Account to all customers.

**Hataw Enterprise Inc. – Trading Company (July 2014 – January 2015)**

Mahabang Parang, Batangas City, Phils.

**CREDIT & COLLECTION STAFF**

*As a Credit & Collection Staff, I do the following tasks:*

- ❖ Receiving AR from the Warehouse Clerk.
- ❖ Responsible for releasing of all dated Accounts Receivable to Salesman for collection.
- ❖ Monitoring of aging Accounts Receivable.
- ❖ Reconciliation of Accounts Receivable in Warehouse Clerk.
- ❖ Conducting weekly inventory in the warehouse.
- ❖ Daily encoding of Accounts Receivable on the Edge System.
- ❖ Preparation of credit note.
- ❖ Preparing and releasing of transportation allowances on the respective personnel.
  
- ❖ Responds to telephone inquiries and assists on solving questions related to status of customer accounts.
- ❖ Do weekly and monthly report of all trades and Accounts Receivable.

- ❖ Assisting with annual company Audit.

## **DATA ENCODER**

*As a Data Entry Clerk, I do the following tasks:*

- ❖ Prepare, compile and sort documents for data entry.
- ❖ Making client account on the system.
- ❖ Encode Purchased, Rejected, and Bad Orders on the system.
- ❖ Making and printing all credit notes.
- ❖ Encode Purchase order thru Agent Phone Calls.
- ❖ Responsible on preparing Pick list, Delivery Monitoring and Sales Invoices.
- ❖ Verify data and correct data where necessary.
- ❖ Obtain further information for incomplete documents.
- ❖ Store completed documents in designated locations.
- ❖ Maintain logbooks or records of activities and tasks.

## **TRAINING EXPERIENCES/SEMINARS ATTENDED**

### **On- The Job –Training**

#### **RCBC Savings Bank**

San Jose, Batangas

*November 18, 2013 – March 18, 2014*

### **YAMS@08: Bridging Gaps and Soaring New Grounds To Excellence Amphitheater, CABEIHM Building**

Gov. Pablo Borbon Memorial Campus I,  
Rizal Avenue, Batangas City

*August 20, 2011*

## **ASSETS AND CAPABILITIES**

- ❖ Committed, hardworking, with sense of professionalism
- ❖ Highly versatile to people, adjust easily to situation
- ❖ Self-motivated, responsible, with good interpersonal skills
- ❖ Proficient with internet and MS Word, Power Point and Excel

## **EDUCATION PROFILE**

**Tertiary** : Batangas State University  
Batangas City, Philippines  
SY: 2010 - 2014  
*Course: Bachelor of Science in Accounting Management*

**Secondary** : Fermin La Rosa National High School  
Dita, Cuenca, Batangas, Philippines  
S.Y. 2006 – 2010

**Elementary** : Balagtasin Elementary School  
Balagtasin 2nd, San Jose, Batangas, Philippines  
S.Y. 2000 - 2006

#### **PERSONAL DETAILS**

**Age** : 30 years old  
**Birthday** : November 13, 1993  
**Civil Status** : Single  
**Gender** : Female  
**Religion** : Roman Catholic  
**Language Spoken** : Filipino & English  
**Citizenship** : Filipino  
**Visa Status** : Transferrable

#### **CHARACTER REFERENCES:**

Ahmed Kaseem – CEO, New Finishing Way Trading, Contracting & Services WLL  
Mobile No. +974 66810533

Edison Neri – General Manager, IPC Group LLC  
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Hesham El Basiouny – General Manager, Cougar Contracting Co. WLL  
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