

CURRICULUM VITAE

Jenifer M. Mansibang

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SKILLS AND ABILITIES

Computer literate:

MS Word, MS Excel, Spreadsheet, MS PowerPoint, & Internet.

Computerized Accounting Systems:

Sure System, S-100 System, Real soft ERP, Quick books, Tally Software, Analyst System
ALAS Program

EDUCATIONAL ATTAINMENT

Bachelor of Science in Accountancy
University of Saint Louie (USL)
Tuguegarao City, Philippines
PESFA Scholar

1998 - 2003

School of Saint Paul the Apostle (SSPA)
Cabagan, Isabela
Valedictorian

1994 – 1998

Binguan Elementary School (BES)
San Pablo, Isabela
3rd honorable mention

1988 – 1994

WORK EXPERIENCE



Finance & Accounts

Al Shafar Development LLC
Interim Owners Association – Platinum Tower
Integrated Technical Services Middle East LLC
Jumeirah Lake Tower, Dubai, UAE

August 2013 up to present

- **Accountant**
Couture Furniture Manufacturing LLC
Al Quoz Industrial Area, Dubai, UAE

April 2011 – July 2013
- **Accounts Officer**
Hi-Precision Diagnostics Center
Quezon City, Philippines

August 2009 – April 2011
- **Accounts Officer**
Accenture
Mandaluyong, Quezon City Philippines

April 2008 – August 2009
- **Accounts Payable Officer**
Vazquez Commodities Corporation

April 2005 – April 2007
- **Accounts Payable Staff**
Rebtrade International Corporation
Quezon City, Philippines

November 2003 – April 2005

RESPONSIBILITIES

- ➡

Directly reporting to the General Manager and CEO in regards with Cash Flow, Budget Forecasting, Auditing, Costing of the Company.
- ➡

In charge for producing, collecting, interpreting as well as reviewing the Companies Financial Reports related to budgets, accounts payable, receivables, expenses etc
- ➡

In charge for filling FTA quarterly reports.
- ➡

Coordinates with external Auditors for RERA Audit and Yearly Financial Audit.
- ➡

In-charge in accumulating, verifying, analysing and recording financial records, reports, balance sheet and income statements accurately.
- ➡

Maintains accounting controls by preparing and recommending policies and procedures.
- ➡

Guides accounting clerical staffs by coordinating activities and mandated responsibilities.
- ➡

Over-all accounting function until finalization of accounts.

PERSONAL INFORMATION

Date of Birth : **September 04, 1982**
Place of Birth : **Quezon City, Philippines**
Marital Status : **Married**
Sex : **Female**
Citizenship : **Filipino**
Religion : **Roman Catholic**
Language Spoke : **English, Tagalog**
Passport Number : **EB1706068**
Visa Status : **Residence Visa**

References

Available upon request.