

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 **1998 - 2003**
University of Saint Louie (USL)
Tuguegarao City, Philippines
PESFA Scholar

School of Saint Paul the Apostle (SSPA) **1994 – 1998**
Cabagan, Isabela
Valedictorian

Binguan Elementary School (BES) **1988 – 1994**
San Pablo, Isabela
3rd honorable mention

WORK EXPERIENCE

- **Finance & Accounts**
Al Shafar Development LLC **August 2013 up to present**
Interim Owners Association – Platinum Tower
Integrated Technical Services Middle East LLC
Jumeirah Lake Tower, Dubai, UAE

- **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 November 2003 – April 2005
Quezon City, Philippines

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.