

PRESALEEN F. MATIN

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📅 Visit Visa / Expiration: May 26, 2020

🇵🇭 Nationality: Filipino



CAREER OBJECTIVE

To join a company that offers a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture and to further maximize my knowledge and skills in finance preferably in payables and collection for career development.

SKILLS

- ✚ Microsoft Office (Word, Excel & PowerPoint)
- ✚ English written and verbal communication
- ✚ Work under pressure & detail-oriented
- ✚ Adaptable and Flexible
- ✚ Payables, Receivables & Collections
- ✚ Finance, Accounting & Management

WORKING EXPERIENCES

REPUBLIC BISCUIT CORPORATION

57 Gen. Luis Street, Novaliches, Quezon City, Phils.
May 16, 2012 to Present - 7 years & 10 mos.



Finance Associate

Finance Dept. (June 2013- February 14, 2020)

- ✚ Checks details and attached documents on payment summary form, check writing and cheques.
- ✚ Checks budget on assigned book of accounts against the transmittal provided.
- ✚ Monitors gas allowance and COD's sales invoice and delivery receipt of concerned company.
- ✚ Checks petty cash documents of concerned assigned company.
- ✚ Records collection form on assigned book of accounts.
- ✚ Assists in preparation of book of accounts monthly balances for posting on SAP.
- ✚ Reconciles assigned book of accounts.
- ✚ Checks and labels collection report form.

Records Management Assistant

Corporate Human Resource Dept. (May 2012-May 2013)

- ✚ Prepares all pre-employment documents of newly hired employee which includes, ATM opening and 201 file.
- ✚ Updates employee records thru HRIS system and concerned government agencies.
- ✚ Prepares requested certificates of active and resigned employee.
- ✚ Assists on employee concerns regarding records matters and related inquiries.
- ✚ Process and monitors payroll related transactions (Time keeping attendance records).
- ✚ Prepares executive attendance records and allocated gas allowance for submission to Finance.
- ✚ Receives outside calls for employee verifications and correlated information.

MOVENT (formerly Net booster Asia Inc.)

Unit 2101, Antel Corporate Center, 121 Valero St., Salcedo Village,
Makati City, Philippines



Billing and Collection Staff

Accounting Department (January 2012 – May 2012)

- ✚ Billed client as per Accounts advised based on spending report.
- ✚ Prepares sales invoice signed by concerned Account Executive for billing.
- ✚ Emails sales invoice for offshore clients and made follow ups.
- ✚ Updates spending reports.
- ✚ Updates Billing Register.
- ✚ Extracts SOA of all clients for references.
- ✚ Records collection on Quick Books (accounting system).
- ✚ Follow ups of collection through calls and emails.
- ✚ Prepares check deposit.
- ✚ Collects and secures BIR Form 2307 (tax).

ORIENTAL TIN CAN & METAL SHEET MANUFACTURING

64 Gen. Luis Street, Novaliches, Quezon City, Philippines



Accounting Clerk

Accounting Department (August 2011 -November 2011)

- ✚ Prepares and monitors Letter of Credit (LC) forms to be forwarded to the bank for LC opening.
- ✚ Arranges trust receipt documents for shipment of goods.
- ✚ Prepares telegraphic transfer (Export).
- ✚ Monitors aging receivables of customers.
- ✚ Prepares and encodes journal vouchers details in accounting system (Quickbooks)
- ✚ Prepares subsidiary and manufacturing accounts.
- ✚ Checks and ensures official receipt transaction and details.
- ✚ Monitors office supplies consumption of the department.
- ✚ Updates and monitors Logbook A from the accounting sytem (SFI) containing:
 - Merchandise in transit, Prepaid bank charges, AP Non LC, Accounts Payable
- ✚ Updates and monitors Logbook b from the accounting sytem (SFI) containing:
 - AR-Non trade, AP-Non trade, Advances of employees and others, SSS sickness and maternity, Customer advances

EDUCATION

Graduate School

Master in Business Administration

National College of Business and Arts-Fairview

June 2017 – April 2019

Comprehensive Exam passed – 89.76 GWA.

College

Bachelor of Science in Management Accounting

University of Antique - Dean's Lister

2007 – 2011

High School

Antique Vocational School

2003-2007

PERSONAL INFORMATION

Date of Birth: February 04, 1990

Height: 157.48 cm Weight: 55 kgs.

Marital Status: Single

Languages Spoken: English & Tagalog

References: Excellent references to be furnished upon request.

I hereby certify that the above statements are true and correct to the best of my knowledge.



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