



# MARIAN GALLARDE GREGORIO


Accountant



## CONTACT

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Brgy. Calumpang  
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## EDUCATION

Bachelor of Science in Accountancy  
Notre Dame of Dadiangas University  
General Santos City  
South Cotabato, PHILIPPINES  
1996-2000  
Achievement: Consistent Deans Lister

## CORE SKILLS

- ❖ Well organized/Time Management
- ❖ Exceptional Customer Service Skills
- ❖ Team Player/Leadership Skills
- ❖ Fluent in English
- ❖ Works well under pressure
- ❖ Goal oriented

## PROFILE

A hardworking, dedicated and highly organized Accountant with over 10 years experience in handling multi-tasks.

An excellent team player with a high sense of professionalism when dealing with Customers as well as with co-workers and suppliers.

## PROFESSIONAL EXPERIENCE

### Accountant

Union Press Company W.L.L. assigned in QPrint Division and Neo Pack  
July 2021-May 2023

- Assist Chief Accountant with all reporting preparations
- In charge of payable entries in QPrint
- In charge of expense monitoring for QPrint
- In charge of all Accounting related transactions in Neo Pack Division
- Assist in Quotation, Job Order, Delivery Notes and Invoices preparation when required
- In charge of monthly reports for both QPrint and Neo Pack

### General Accountant

Arabian German Manufacturing Co. (AGMA) W.L.L., Hidd, Bahrain  
October 2015-April 2021

- Data entry in the Tally Accounting Software.
- Issues Payment Voucher for every payments made by the company.
- Takes part in processing monthly employees' payroll.
- Prepares monthly reports needed by Management.
- Prepares Bank Deposits/Bank Transfer Letters
- Helps in the daily processing of Customer Orders
- Prepares letters, email communications and other reports as requested by Management.
- Prepares VAT Return Data

## PROFESSIONAL EXPERIENCE

- Maintains an orderly filing of documents.
- Monitors payables, Prepares and Issues cheques for suppliers.
- Helps in monitoring the inventory of the company.
- Handles import of materials from preparation of Purchase Orders, Payment and shipments monitoring until the arrival of the shipment.
- Handles documents required for clearing of imported materials.
- Handles preparation of Export Documents as well as arranging with forwarders for loading and shipping of products for export and also communicating with Export Customers regarding the shipment.
- In charge for the preparation of documents required to apply a Letter of Credit to the Bank.
- Handles the preparation of documents for annual audit.
- Answers phone calls and queries from customers and others.

### **Accountant/Admin Staff**

Lion Construction SPC, Hamala, Bahrain  
September 2014-September 2015

- Data entry in the Peach Tree Accounting Software.
- Issues Payment Voucher for every payments made by the company.
- Monitors Payables and Invoices for Collection.
- Issues Receipt Voucher for every payments received by the company.
- Prepares Quotations, Contracts and Invoices for Clients.
- Handles the petty cash and all the expenses paid thru it.
- Processes monthly employees' payroll.
- Process Visas and Air Ticket bookings for staff.
- Prepares monthly reports needed by Management.
- Makes Bank Deposits and other bank transactions for the company.
- Maintains an orderly filing of documents.
- Prepares and Issues cheques for suppliers.
- Answers phone calls and queries from customers and others.
- Prepares letters, email communications and other reports required by Management.
- Handles office admin duties.

### **Accountant/Secretary**

East Star General Trading W.L.L., Manama, Bahrain  
September 2010-August 2014

- Data entry in the Tally Accounting Software for 1 ½ years.
- Data entry in Microsoft Dynamics GP for 1 year and onwards.
- Issues Payment Voucher for every payments made by the company.
- Issues Receipt Voucher for every payments received by the company.
- Handles office admin duties.

## PROFESSIONAL EXPERIENCE

- Handles the petty cash and all the expenses paid thru it.
- Processes monthly employees' payroll.
- Prepares monthly reports needed by Management.
- Makes Bank Deposits and other bank transactions for the company.
- Maintains an orderly filing of documents.
- Prepares and Issues cheques for suppliers.
- In charge of monitoring the inventory for the company.
- In charge for the preparation of documents required to apply a Letter of Credit to the Bank.
- Handles the preparation of documents for annual audit.
- Answers phone calls and queries from customers and others.
- Prepares letters, email communications and other reports required by Management.

### **Accounts Assistant/Junior Accountant**

Gulf International Investment Co., Manama, Bahrain

January 2009-September 2010

*"Awarded as Employee of the Month for February and September 2009"*

- Assists Senior Accountant in the preparation of reports and supporting documents for Internal and external reporting.
- Prepares and monitors Company payables.
- Prepares Cheques for Suppliers.
- Answers suppliers' calls and queries regarding payments.
- Prepares letters to external parties (Banks, Suppliers and Customers) as instructed by Top Executives.
- In charge of creating an organized filing of documents.
- Performs Monthly Bank Reconciliations
- Records Daily Sales of Company owned Retail Shops as well as monitoring of Credit Cards' Bank postings and Cash deposits.

### **Accountant/Store In-Charge**

Royal Trading Co. W.L.L., Gudaibiya, Bahrain

September 2006-October 2008

- Records daily transactions of the 3 shops.
- Prepares daily sales and monthly financial reports.
- Prepares Cheque payments to all suppliers
- Prepares monthly employees' payroll and distributes them to employees.
- Does cashiering in the supermarket whenever staff falls short.
- Manages the over-all operations of the supermarket like purchasing stocks/items.
- Responsible for maintaining Customer satisfaction by monitoring customers' accounts.
- Prepares Sales Invoices.
- Monitors cheque issuances, cash in bank and Petty Cash available.