


Yasmin Fung


Puertas

Accountant



 Abu Dhabi, 00000

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Adept at managing budgets, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.



Skills

● Account reconciliation

● ● ● ● ●
Advanced

● Account Receivable

● ● ● ● ●
Advanced

● Account Payable

● ● ● ● ●
Advanced

● Bookkeeping

● ● ● ● ●
Advanced



Work History

2022-09 - 2022-12

● **HR & Admin Assistant Manager**

Gate Gourmet Catering Arabia LLC, Abu Dhabi

- Interviewed and hired staff fitting job and team requirements.
- Maintained up-to-date knowledge of HR legislation for continued regulatory compliance.
- Led staff satisfaction surveys to identify improvement areas and implement strategic solutions.
- Built positive relationships with recruiters to source external job candidates.

2013-10 - 2022-12

● **Accountant**

Gate Gourmet Catering Arabia LLC, Abu Dhabi

- Gathered financial information, prepared documents and closed books.
- Handled day-to-day accounting processes to drive financial accuracy.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Gathered data on taxable income, deductibles and allowances for tax preparation.

2006-07 - 2012-12

- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Monitored timely collection and application of account receivable collections.
- Managed past due balances, financial inquiries and other accounts receivable functions.
- Provided journal entries and performed accounting on accrual basis.

Accountant

Travel Agency Havanatur, Havana

- Receivables Department, analyzing clients account, with special focus on oldest documents and highest amounts, overdue and disputed invoices.
- Invoicing Department.
- Payables Department, checking and processing invoices to provide correct payments to Treasury Department on time.
- Processing financial summaries for period closing.

2006-05 - 2006-07

Assistant of Internal Audit Department

Ministry of Culture, Havana

- Demonstrated respect, friendliness and willingness to help wherever needed.
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.

1998-08 - 2006-04

Accountant

Travel Agency Cubatur, Havana

- Monitored timely collection and application of account receivable collections.
- Managed past due balances, financial inquiries and other accounts receivable functions.



Education

2021-09 - 2022-03

Certificate of Competition Train Course Advan Acc.

Immersive Business Training DMCC - Dubai, UAE

2021-09 - 2022-03

Certificate of Financial Management

London International Studies And Research Center - Dubai, UAE

1998-09 - 2004-06

BBA: Accounting And Finance

Havana University - Havana, Cuba

1995-09 - 1998-06

Associate of Science: Economics

Economics School. Antonio Guiteras. - Havana, Cuba



Languages

Spanish

●●●●●
Advanced

English

●●●●●
Upper intermediate



Soft Skills

Advance typist, Microsoft Word, Microsoft Excel, Microsoft Power Point, Dynamic Accounting System and Internet Navigation