

EDISA M. DE LEON

Al Arab Construction Building,
Airport Road, Abu Dhabi, UAE
E: edisa.deleon@yahoo.com
M: 052-7206094



Organized and dedicated Accounts Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

SKILLS & COMPETENCIES:

- Knowledgeable in Accounting Software: Tally and QuickBooks
- Possessed a positive mental attitude, a strong spirit, team-oriented person, self-directed to exercise authority and decision
- Highly motivated, assertive, enthusiastic and adaptive to the changing demands of time
- Microsoft Office Proficiency such as MS Word, Excel, Power Point, Outlook
- Good communication skills both oral and written English language

EDUCATION ATTAINMENT:

Degree (March 2001) **Bachelor of Science in Accountancy**
Rizal College of Taal
Taal, Batangas, Philippines

PROFESSIONAL EXPERIENCES:

Accounts / Admin Assistant	October 23, 2022 – May 31, 2023 Top Notch Engineering Consultancies LLC Abu Dhabi, United Arab Emirates
Payroll Accountant/HR Asst	February 1, 2021 – October 11, 2022 Royal Health Group of Companies Abu Dhabi, United Arab Emirates
Document Controller / Administrative Assistant	October 17, 2016 – September 30, 2020 Bechtel - Petrofac Joint Venture Al Taweelah Alumina Project Under Epic Recruitment Services LLC Abu Dhabi, United Arab Emirates
Property Management Accountant	March 07, 2014 to July 9, 2016 FPD ASIA PROPERTY SERVICES, INC. 5 th Floor Net One Building 26 th St. cor. 3 rd Avenue, Crescent Park West, Bonifacio Global City Taguig City, Philippines

Financial Administrative Assistant March 23, 2010 to September 2, 2013
FIRST OCEANIC PROPERTY MANAGEMENT, INC.
7th Floor Paseo Center, 8757 Paseo De Roxas Cor.,
Sedeño St., Makati City, Philippines

Inventory Audit Associate May 23, 2006 to February 16, 2010
WATSONS PERSONAL CARE STORES (PHILS.) INC.
9th Floor West Quadrant, OneE-com Center,
Ocean Drive MOA Complex, Pasay City 1300

Payroll Clerk March 29, 2005 to February 04, 2006
ISETANN DEPARTMENT STORE
Carriedo Sta. Cruz, Manila, Philippines

Treasury Clerk May 6, 2001 to October 20, 2004
SUPERVALUE INC.
Manila, Philippines

JOB DESCRIPTION:

Accounts /Admin Assistant / Payroll Accountant

- Enter daily transactions into the accounting system
- Recording of sales transactions and maintain clean record for each client to aid in the preparation of SOA's
- Manage petty cash disbursement, bank reconciliation, and staff reimbursements.
- Assist with audits, month end reporting, VAT submission and financial analysis as required.
- Coordinates with External Auditor regarding filing of Audited Financial Statements
- Responsible in client invoicing, Statement of Account and releasing of checks for the Suppliers and Contractors
- Ensure accurate and timely processing of Payroll spreadsheets and databases to track, analyze and report on monthly basis
- Maintained employee confidence and protected payroll operations by keeping information confidential
- Provide monthly Timesheet summary for payroll processing
- Processed new hire paperwork and documents such as Offer Letters and update master files from time to time
- Collate and process staff documents for Visa processing
- Monitor the renewal process for the health insurance, trade license and related work permits
- Perform other job-related duties as assigned.

Document Controller / Administrative Assistant

- Coordinates the flow of documents between project closeout team, construction engineers and the client
- Knowledgeable in the use of electronic system used to manage documentation Aconex.
- Scan, copy documents for electronic storage, update the status and follow up Submittals
- Track / Issue of complete project documentation such as incoming and outgoing correspondence, reports, Submittals and other forms of pertinent documents from the client and subcontractors

- Prepare the closeout package handover for review and approval of the client such as: PO Industrial Certificate, Warranty Certificate, Supplier's Performance Evaluation, Retention Releases, and Performance Bond and Bank Guarantees
- Ensures the settlement of final claims, invoices and other issues
- Involve in checking procurement closeout process to see if all the work is done correctly and satisfactorily.
- Issuance of signed letter for Transfer of Purchase Order & Warranty Administration /
- Provides office employees with administrative support including, typing, filing, answering telephones, taking messages, maintaining appointment calendar, and other general office duties.
- Maintain confidentiality around sensitive information and terms of agreement

Financial Administrative Assistant - First Oceanic Property Management, Inc

Property Management Accountant - FPD Asia Property Services, Inc.

- Provides management with timely, valid and reliable financial information such as but not limited to Income Statement, Balance Sheet, Cash Flow and Bank Reconciliations
- Ensure correctness of reports from properties such as, but not limited to, Cash Receipt & Disbursement Books; Subsidiary Ledgers; and Daily (Weekly) Cash Collection Report
- Responsible for Tax filings such as VAT, Monthly Percentage Tax and other reportorial matters
- Coordinates with External Auditor regarding filing of Audited Financial Statements
- Check and assists Building Managers in preparation of Annual Budget
- Implements policies and standards related to validity, correctness and completeness of Purchasing and Disbursement Procedures and its attachments. Thus, providing effective check and cash balance process to ensure proper fund disbursement
- Ensure that contracts for services, preventive maintenance and insurance policies are valid and notarized to process requests for payment and check vouchers
- Handling Accounts Payables from payment orders to check preparations
- Responsible in preparing invoices, releasing of checks for the Suppliers and Contractors
- Monitors renewal of permits and licenses, filing of tax returns and payments and other government reportorial requirements
- Make sure to release Statement of Account 15 days before due date
- Conducts surprise cash count on Petty Cash Fund and Cash Collections
- Handle ad hoc assignments and financial analysis as needed

Inventory Audit Associate - Watsons Personal Care Stores, Phils., Inc.

Payroll Clerk - Isetann Department Store, Manila, Philippines

Treasury Clerk – Supervalu, Inc., Alabang, Manila, Philippines

- Job responsibilities to be discussed upon interview

SEMINARS ATTENDED:

- **UAE ADAPTS VAT** - February 2017 / PICPA - Abu Dhabi Chapter
Abu Dhabi City, UAE
- **EMARATAX** – November 2022/ Federal Tax Authority
Abu Dhabi City, UAE