


FERNANDO B. DIONELA

Mobile No. : +971 52-203-2688

E-mail Add: fbdionela@gmail.com

 : +971 52-203-2688



CAREER OBJECTIVE

To join an organization where I can fully contribute my knowledge and experience in Finance. Seeking a challenging position with progressive organization, where there is an opportunity for growth and creativity.

SUMMARY OF QUALIFICATIONS

- ✓ More than (12) years of experience in Finance in various industries such as FMCG, Media, Maritime Engineering, Logistics/Supply Chain, Aviation, Transportation, and Retailing sector.
- ✓ With Academic Units earned an MBA (Master of Business Administration)
- ✓ General Accounting - Receivables, Payables, Invoicing, Reconciliation, Payroll, and Credit Control Experience.
- ✓ Involved in preparation of various financial reports like cash flow statement, variance analysis, depreciation, accruals and prepayment schedules, balance sheet reconciliation, P&L and Aging AR/AP.
- ✓ Part of the support group that assists in ensuring that all account records are accurate, documented and properly scheduled by performing regular account reconciliations.
- ✓ Involved in preparation of various financial reports like daily cash report, aging of receivables and payables.
- ✓ Actively participated in planning, budgeting, and forecasting of the business
- ✓ Frequently exceeded target goals for the Collections from the customers.
- ✓ Performs Invoicing and Reconciliation for more than 300 customers/ debtors monthly.
- ✓ Effective in handling payments for more than 400 vendors circa 5000 Invoices in a year.
- ✓ Process multiple monthly payrolls for more than 1600 staff and front liners.
- ✓ Solid analytical and problem-solving skills, flexible, team player, proactive, systematic, and detailed oriented.
- ✓ Excellent communication and computer skills (MS Office e.g., Word, Excel, PowerPoint, Outlook)
- ✓ Working knowledge with SAP, Oracle JD Edwards, Microsoft Dynamics/ Axapta, QuickBooks, and FACT.

PROFESSIONAL EXPERIENCE

INTERNATIONAL MEDIA INVESTMENTS FZ LLC

TwoFour 54 - Media Zone Authority, Abu Dhabi, UAE



Financial Accountant (Finance Business Partner)

Nov 2015 to present

- Working with the Finance Director and part of the Finance Business Partner Team in forecasting and planning including monthly and quarterly financial statements and department reports primarily for Al Ain News, and assisting Sky News Arabia, CNN Business Arabic, and The National.
- Established, maintained, and performed an effective accounting system to SAP Accounting system by creating / evaluating process flows and recommend proper accounting entries.
- Manage day-to-day financials. Reconcile accounts on a monthly and yearly basis and ensure the reliability of all financial records including journal entries and accrual for expenses. Active in closing books of accounts.
- Responsible for all Accounts Payable transactions including invoices and request for payments, obtaining required approvals, overseeing posting to SAP, allocating all expenses to respective departments or units by cost centers, ensure budgets and validating payments. Properly coordinating with Shared Service Team.
- Posting of AR Invoices and receipts, properly coordinating with Treasury and AR Shared Service Team.
- Posting of PO and PR - creation and amendment, verification of quotation and according to supporting documentation. properly coordinating with the Shared Service Procurement Team.
- Fixed Asset - acquisition, disposal, and transfers in the accounting system. Conduct periodic physical inventory counts of fixed assets. Prepare CAPEX - depreciation schedules.
- Oversee Petty Cash transactions through monthly closing of Petty Cash including verification of physical cash and vouchers.
- Coordinating with the Shared Service – Treasury for all banks related matters of the company (cheques, bank and internal transfers, corporate credit cards, fixed deposits, bank listing, bank reconciliations, bank facilities etc.).
- Monitoring the payroll data and execution of salaries of all employees in all locations.
- Manage and support Internal/External audits.
- Responsible for FTA compliance (timely preparation, validation, submission) and accounting of VAT Input/ Outputs.

- Handling Financial accounting which includes but not limited to bookkeeping, bank reconciliations, accruals, and prepayments schedules, intercompany, GL maintenance and reconciliation, with P&L, balance sheet, variance analysis, and cash flow reporting and treasury functions thru cash, cheque and bank balance maintenance.

DEL MONTE FOODS UAE FZE

Ras Al Khor, Dubai UAE



Payable Accountant (Del Monte Fresh Produce)

Aug 2014 to Nov. 2015

- Perform the day-to-day processing of accounts payable transactions to ensure that finances are maintained in an effective up to date and accurate manner.
- Verifying and Posting of Trade and Non-Trade Invoices against delivery notes (DN), purchase request (PR), purchase orders (PO), consulting service request (CSR) and capital asset requisition (CASR). Resolves invoice discrepancies by checking GRN and GRIR for the quantity and price variance.
- Responsible for checking, controlling and post all suppliers invoices as per their contract/ purchase price and terms. Make all payments as per their due dates.
- Conducting vendor due diligence, vendor reconciliation and maintaining effective vendor master and cheque register.
- Making weekly payment runs for Del Monte Foods and PAN Emirates through bank transfer/cheque payment.
- Release of cheques to the supplier upon collection.
- Review and posting of expense report as assigned from the share point and payment accordingly.
- Submit the monthly employee additions/deductions report to the HR. Reconcile monthly Vendor Aging analysis (employee account).
- Responsible for petty cash payments and posting journals with appropriate cost allocations.
- Responsible for posting bank entries, 3rd party freight and intercompany invoices.
- Generate reports monthly aging AP report and advances to suppliers. Recurring entries for accruals and prepayments – prepaid rent, insurance, and other expenses.
- Assisting in monthly closing tasks- reconcile the Cognos Balance sheet figures, complying SOX requirements and corporate policies. Provide Internal and External auditor with the needed documents and information.

TOPAZ ENERGY AND MARINE – NICO INTERNATIONAL

Al Quoz Industrial, Dubai UAE



Assistant Accountant (Topaz Marine Engineering Division)

May 2013 to Aug 2014

Payables:

- Review and verify invoices and check requests. Set up and prepare invoices for payment.
- Book and match invoices, PO and SOA for payment. Follow up approval from the concerned department.
- Prepare and process cheques and electronic transfers for payments. Monitor accounts to ensure payments are up to date.
- Post transaction to journals, ledger, and other records.
- Reconcile accounts payable transaction and prepare analysis of accounts.
- Research and resolve invoice discrepancy issues.
- Maintain Vendor files and correspond to Vendor queries.
- Performed month-end AP accounts analysis and produced month-end reports for the company.
- Prepare bank journal and bank reconciliation for the whole month transactions.
- Prepare and analyze month-end accrual and post it to journal.
- Reconcile general ledger accounts- Prepaid Expenses and Rent.

Receivables / Credit and Collection:

- Ensures that approved invoices are accurate and properly journalized and distributed.
- Posting of receipts, making credit collection and follow up to minimize overdue accounts.
- Generate monthly statement of account for more than 300 debtors.
- Coordinate with Invoicing Team and resolve the Job invoice disputes and prepare weekly aging receivables.
- Update customer statement and reconciliations – answer related queries.
- Prepares intercompany invoices/ debit notes for Topaz Group.
- Worked on other reports as requested by the Credit Controller.

Payroll:

- Process multiple monthly payrolls for more than 1600 staff for Topaz Marine Engineering.
- Maintaining and updating master data of all the employees using JD Edwards software and IBM Cognos.
- Directs compilation, computation, and preparation of other payroll data such as salary, allowances, leave advances, annual air ticket, salary and house rental advances according to company policy.
- Process Full and Final Settlement of Resigned/Terminated employees.
- Prepares file for WPS (Wages Protection Scheme) Salary Payment for UAE employees under distributors sponsorship.

- Update Payroll records and maintain Payroll files, manual checks, pay increases, leave calculations, employee updates, sick leave payments, labor recoveries, benefit adjustments, and pay slip distribution.
- Coordinate with HR on all payroll/ leave related issues. Directs recording of new or changed pay rates in payroll register.
- Process and accurately record all ad-hoc payments Resolve Payroll discrepancies by collecting and analyzing information.
- Provide Payroll information by answering employee's queries and requests.

Cash and Banking:

- Handles the daily bank deposits and daily cash/ bank balances report.
- Cashiering - Cash, Credit Card, and Invoice transaction/payments.
- Handles and replenishes petty cash float for Topaz Marine Engineering Division.

SUPREME GROUP

Le Solarium Bldg. Dubai Silicon Oasis Authority, Dubai UAE



Accounts Receivables and Payables Officer

(Supreme Aviation FZE, Supreme Transport and Supreme Site Services GmbH)

August 2010 to April 2013

Receivables / Credit and Collection:

- Cover all functions within Receivables – Invoicing of all 3rd Party Freight, verification of AWB, AMR, Movement Message, SAPS, flight report, PO, email trails and other documents to support every flight/ trips.
- Ensures that approved invoices are accurate and properly journalized and posted in AX.
- Generate monthly invoices for 3rd Party customers.
- To reconcile and coordinate with Financial Analyst with regards to the posting of 3rd Party Invoices and prepare weekly aging receivables report. Resolve invoice discrepancies and disputes.
- Responsible for credit collections and follow-ups, posting of collection receipts and making reminder letters. Minimize overdue accounts. Carry out and update customer statement and reconciliations – answer related queries.
- Performed monthly reconciliation activity and assists with the monthly closing.
- Submits to the Receivables Manager, a list of Large Overdue Accounts for the monthly Management Reporting
- Prepares intercompany recharges and posts costs and revenues by customer in AX.
- Responsible for monitoring and maintaining the Collection Rating every month.
- Confirms and validates all Credit Facility Application for 3rd Party and setting customer creation in AX.
- Worked on ad-hoc reports as requested by the Group Financial Controller/ Receivables Manager.

Payables:

- Cover all functions within Accounts Payables– tracking of invoices, PO and PR - creation and amendment, verification of invoices according to supporting documentation.
- Coordinate with the AP Team to ensure that all postings in payment logs and GL are accurate (e.g. cost center, customer dimension, transaction text, etc.) and properly uploaded to AX.
- Verified and processed payment of all charter related costs of more than 1,300 flights in one year; which include charter costs, freight forwarding, fuels, handling, and other airport charges.
- Spotted invoice discrepancies, vague contract stipulations, and process loopholes.
- Ensure payments are made accurately and to agreed terms.
- Making payment runs for more than 400 Vendors in banking software (UBS and DB) and ensures approvals.
- Ensures all fuel uplifts for recharge are invoiced to or are credited back by vendors.
- Carry out vendor and update vendor statement and reconciliations – answer related queries.
- Performed monthly vendor statement reconciliation activity.

Cash and Banking:

- Prepare and send daily cash report, weekly bank reconciliation, (verify receipts and payments).
- Maintaining company's bank system – generates daily bank statements and updates the status of one liner.
- Responsible for posting bank entries, 3rd party freight and intercompany invoices.

LIBERTY INVESTMENT CO. LLC. – PRIME LIMOUSINE

Liberty Hummer-Cadillac Showroom, Bain Al Jesrain, Abu Dhabi, UAE



Accountant

Sept. 1, 2008 – July 15, 2010

Receivables / Credit and Collection:

- Primary responsible for the weekly and monthly reconciliation of various accounts receivable of Prime Limousine, Abu Dhabi.
- Reviewed and updated subsidiary ledger (SL) of Sundry Debtors and Corporate Accounts.
- Responsible for the accounts receivable; generate monthly account statements and reconciliation of clients accounts including inter- company accounts. Generating and Finalizing Invoices for all PL Customers.
- Performed the monthly monitoring Account Receivables aging report.

- Responsible for the submission of reports such as Branch Monthly Sales and Transfers Report, Internal Billing Report, P & L Report, Missing Job sheets Report, Sundry Debtors Report, Fuel Expense Reports, Branch Collection Report, Cash and Credit Card Report on a timely basis. Prepares other various reports.
- Invoicing of Prime Limousine AUH Employees telephone, mobile phones, traffic fine charges and accident repair damages.
- Responsible for daily cash transactions, credit collections and follow-ups, posting of collection receipts and made reminder letters.
- Confirms and validates all Credit Facility Application for Abu Dhabi corporate accounts.

Payables:

- Primarily responsible for the preparation of payments to suppliers and employees, either checks or bank transfers.
- Reviews the accuracy and necessary approvals for all invoices to be paid.
- Inputs of creditors - payable details in the accounting system.
- Preparing Vouchers and LPOs for all Suppliers and Handled bills payment for ADNOC, DU, Etisalat, Suppliers (particularly Vehicle Maintenance and fuel expenses) and P & L report for sub cons.

Payroll, Cash and Banking:

- Handles the daily bank deposits and daily cash summary report.
- Cashiering - Cash, Credit Card and Invoice transaction of Prime Limousine AUH.
- Prepares Prime Limousine AUH (350 Employees) Monthly Muster Roll and Overtime Report after careful evaluation and calculations of supporting log sheets.
- Handles and replenishes petty cash float.

UNIVERSAL CAR RENTAL

Olongapo City, Philippines



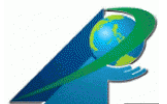
Accountant

July 2005 to June 2008

- Primary responsible for the weekly and monthly reconciliation of various accounts receivable of Universal Car Rental. Reviewed and updated subsidiary ledger of UCRs customers.
- Responsible for the accounts receivable; generating monthly account statements and reconciliation of clients' accounts.
- Analyzed monthly Account Receivables Reports; Responsible for daily collections and follow-ups and posting of collection receipts; Verified accuracy of invoices and delivery receipts from suppliers.
- Inputs of accounts payable details in the accounting system; Prepared checks and vouchers for payment to various suppliers.
- Prepares and submits necessary reports for government agencies and handles bills payment for utilities.
- Prepares and process monthly payroll and overtime for all the drivers including deductions.
- Banking of daily cash collection and Handling of petty cash fund.

PACIFIC ACE GROUP - CD VENTURES, INC.

Central Business District, Subic Bay Freeport, Philippines



Accounts Assistant/ Credit Officer

November 2000 to October 2004

- Facilitated the reconciliation of various Accounts Receivable of CD Ventures Subic Bay.
- Prepared monthly billing statements for the tenants and for the retail customers.
- Oversees accounts receivable collection from retail and corporate customers.
- Reconciles Statement of Accounts; Made follow up calls and reminder letters and monitors payment.
- Handles Discrepancies and problems. Resolves issues for unpaid invoices.
- Posts all debtors payments and visits customers to explain their accounts and receivable and arranges for settlement of debt.
- Maintains and updates records of prepaid and accrued expenses; Updates records of fixed assets and all other financial documents; Prepares various reports needed.

EDUCATIONAL ATTAINMENT

INTERNATIONAL MASTER OF BUSINESS ADMINISTRATION

Buckinghamshire New University UK

Wycombe, England, UK (2023)

BACHELOR OF SCIENCE IN ACCOUNTANCY

Columban College

Olongapo City, Philippines (1996-2000)