

JUSTINE MAY PERELLO ABADINES

SENIOR ACCOUNTANT | INTERNAL AUDITOR | CONTROL AND COMPLIANCE
TESTER | BUSINESS ANALYST | FREELANCER

CONTACT

+973 34012536
+973 34012536 (WhatsApp)
jmabadines@gmail.com
www.linkedin.com/in/jmabadines/
www.upwork.com/freelancers/justinemaya
Manama, Bahrain

SKILLS

- Professional Competence and Adaptability
- Critical thinking & problem-solving skills
- Social and ethical responsibility
- Proficient in Microsoft
- Knowledgeable in QuickBooks, Microsoft Navision, AX, Tally and SAP

EDUCATION

Technological Institute of the Philippines –
Manila, Philippines

Bachelor of Science in Business Administration - Financial and Management Accounting

Year 2012 to 2015

University of the East – Manila, Philippines

Bachelor of Science in Accountancy

Year 2011 to 2012

BIRTH DATE & PLACE

May 20, 1995
Sta. Ana, Manila

LANGUAGES

English 
Filipino 

OBJECTIVE

To leverage my 10 years of financial and audit experience, problem solving skills and expertise as an efficient and effective accountant, internal auditor and business analyst. An outstanding communicator and seeking continuous process improvement.

WORK EXPERIENCE

SENIOR ACCOUNTANT

CREATIVE STYLE WLL

NOVEMBER 2023 - 2024

Kingdom of Bahrain

- Report and assist Managing Director and Chief Financial Officer in project management and daily operational and financial activities.
- One of key players in every project to track progress and materialize output, together with collaboration and brainstorming with different departments and suppliers or subcontractors to reach a common goal.
- Process and maintain daily payments through bank portals, reconcile daily transactions and make adjustments if needed. Also, prepare and issue sales invoices and receipts to clients or customers.
- Develop excel templates from process and project walkthrough to ease and simplify the existing procedures.

GENERAL ACCOUNTANT

REFCONE HEAT INSULATION

November 2021-2023

Kingdom of Bahrain

- Assist Managing Director in project management and costs estimates.
- Securing that collection and payment were completed in timely and prompt manner by report generation of Accounts Receivable and Accounts Payable, daily monitoring and continuous follow up.
- Post and record entries into QuickBooks on a daily basis. Ensure and maintain that all entries recorded and posted into QuickBooks are accurate and in compliance with IFRS and GAAP.
- Initiate payments into the banking system or portals, while ensuring segregation of duty is strictly observed for each paid document.
- Collate bank statements on a monthly basis for bank reconciliation.
- Monthly and quarterly validation of inventory and fixed assets. Lapsing schedule was updated for depreciation.
- Analyze & interpret financial reports, identify trends, patterns and make recommendations where necessary.
- Coordinate and collaborate with External Auditors in completing annual audit of Financial Statements and quarterly VAT Filing in National Bureau of Revenue
- Oversee sales to order, purchasing and logistics, end to end process.

Control and Compliance Tester | Business Analyst

IBM Philippines

September - October 2021

Quezon City, Philippines

- SOD and SOX Compliance Certified (Key Control Tester)
- IBM Agile Explorer and Process Documentation Control Certified
- Root Cause Analysis (RCA) Certified and Records Management Certified

JUSTINE MAY PERELLO ABADINES

GENERAL ACCOUNTANT | INTERNAL AUDITOR | CONTROL AND COMPLIANCE
TESTER | BUSINESS ANALYST | FREELANCER

CONTACT

+973 34012536

jmabadines@gmail.com

www.linkedin.com/in/jmabadines/

www.upwork.com/freelancers/justinemaya

Manama, Bahrain

WORK EXPERIENCE

Internal Audit and Control Officer

Army Navy Burger, Inc. July 2016 – September 2021

- Conducts risk assessment, identification through root cause analysis and prioritization of risk areas on different levels of company's functions, systems and processes mainly with store operations and corporate audit.
- Evaluate the potential occurrence of errors and fraud in company and how the organization manages such risk
- Periodically assessed compliance with company's control activities and other applicable policies and standards.
- Monitor proper and timely implementation of management's disposition of audit recommendations.
- Understand store processes and activities, give recommendation for the standardization of certain processes and activities.
- Create, train and implement cash, inventory handling procedure, BIR and other regulatory compliance and manual to all Army Navy and Pizza Telefono restaurant all over the Philippines.

Accounts Receivable Associate

CMG Retail Inc. April 2015 - June 2016

- Consolidate, reconcile and posts sales transactions by recording cash, checks, and credit card in Microsoft Navision.
- Updates receivables by totaling unpaid invoices and prepare monthly sales report.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
- Resolves valid or authorized deductions by entering adjusting entries.
- Conducts countering procedure for consigned stores in SM and Ayala Group of Companies.

Financial Management Trainee / Junior Auditor

Mendoza, Querido & Co. November 2014 – January 2015

- On the Job Training

MEMBERSHIP/LEADERSHIP, ACHIEVEMENT/S, SCOLARSHIP/S, SEMINAR/S AND TRAINING/S

- 2020 -2021 – Member of Institute of Internal Auditors Philippines (IIAP), with attended seminars during the Quarantine Period:
 - ·Top Risks in Conducting Remote Audit in Uncertain Times
 - ·Top Challenges of Continuous Auditing and Its Benefits
 - ·Business Continuity Management
 - ·Focus on Environmental, Health and Safety Planning for COVID
- 2016 – 2020 – Cash Handling Trainer in Army Navy Burger Inc.
- 2015 – Auditor in Junior Philippine Association of Management Accountants
- 2011-2015 – City Government Full Scholar