

# Marivic Magsino

Multi-faceted, efficient, and reliable Accountant with 10+ years experience in bookkeeping, accounts receivable & payable, payroll, petty cash management, audit, and inventory. Proficient in Tally ERP and Sage Peach Tree.

My diverse skills also include 4 years experience in Administrative and Human Resource.



## - WORK EXPERIENCE -

**Accountant, Millennium International W.L.L., Seef District, Bahrain:** December 2015 – Present

Industry: Retail

- Manage the bookkeeping function by verifying and posting account transactions including sales, purchases, accounts payable, accounts receivable, and payroll in Tally ERP
- Reconcile bank accounts, supplier accounts, and corporate credit card
- Update and maintain Fixed Assets register
- Timely and accurate preparation of Balance Sheet and Profit and Loss statement in a monthly basis for presentation to the management
- Liase with external auditor, handling complete audit queries and requirements
- Monitor collectibles from clients, call/follow-up on outstanding AR
- Ensure timely payment of suppliers and communicate concerns or clarifications if any on payments thereto
- Place purchase orders to replenish stocks
- Compute for selling prices of goods
- Resolve purchase order, invoice, or payment discrepancies, ensuring credit is received for outstanding memos, issuing stop-payments, and purchase order amendments
- Monthly database backup to secure financial information
- Knowledge of VAT laws, in-charge of accounting and filing of VAT returns

**Accountant cum HR & Admin Officer, Falak Enterprises W.L.L., Sanabis, Bahrain:**

November 2011 – December 2015

Industry: Fitness

- I was responsible for general accounting functions such as data posting, operation of general ledger system, accruals, and accounts reconciliation
- Cheque preparation
- Monitor collectibles from clients, call/follow-up on outstanding AR
- Prepare accurate bank reconciliation, deposits, and wire transfers
- Administer petty cash according to established procedures
- Fixed Assets accounting
- Prepare month-end financial report such as Balance Sheet, Income Statement, & Budget

- Liase with external auditor, handling complete audit queries and requirements
- Liase with banks, financial, and legal consultants to produce quality business reports and programs
- Monthly database backup to secure financial information

***HR & Admin duties and responsibilities:***

- Administer payroll
- Schedule and conduct applicants' interview and reference call
- Process Team Members' employment contract, visa application, CPR, LMRA, and GOSI
- Maintain Team Members' file
- Post job openings
- Write, review, and update Accounts and Admin manual
- Prepare Team Members' bi-annual performance evaluation
- Monitor Team Members' available leave days, compute leave salary and indemnity
- Prepare warning letters, correspondences, and certifications
- Book travels, meetings, reservations, and other arrangements for staff
- Coordinate office equipment maintenance

**Accountant**, *FK International, Zinj, Bahrain*: March 2008 – October 2011

Industry: Food & Beverage

- Verify and post accounting entries in Sage Peach Tree
- Process payment of suppliers, rental fees, utilities, and other company expenses
- Prepare banks and suppliers account reconciliation
- Perform monthly physical inventory of raw materials in retail stores
- Perform random sales and cash audit of retail stores to ensure controls are in place
- Perform any other related work as assigned

**Accountant**, *Direct Link Distributors, Inc., Laguna, Philippines*: May 2004 – March 2008

Industry: FMCG

- Manage accounts receivable
- Monitor daily van sales
- Prepare weekly collection report and cash forecast
- Conduct monthly physical inventory of stocks
- Prepare cash and cheque deposit slips
- Maintain Returned Cheque Register to monitor the status of customers' bounced cheques
- Set-up and update property, plant, and equipment subsidiary ledger and lapsing schedule

- EDUCATION -

- 1997 - 2002: **Bachelor of Science in Accountancy**, San Pablo Colleges, Laguna, Philippines
- 1993 – 1997: **Community High School (Honorable Mention Graduate)**, Batangas, Phils.
- 1987 – 1993: **San Isidro Elementary School (Valedictorian Graduate)**, Batangas, Philippines

- SKILLS -

- Experience in various roles (Accountant, HR & Admin Officer), able to multi-task
- Proficient in using accounting software such as Tally ERP and Sage Peach Tree
- Proficient in MS Word, Excel, and Outlook
- Fast learner, able to work well with minimum supervision
- Highly organized, good time management skills
- Good written and verbal communication skills
- Able to maintain strict confidentiality of company and client

- TRAININGS -

- November 2018: **Value-Added Tax Awareness**, Fraser Suites, Diplomatic Area, Bahrain
- June 2014: **Advance MS Excel Course**, Gulf International Institute, Manama, Bahrain
- December 2012: **Sage Peach Tree Premium**, EOR IT & Security Services, Manama, Bahrain