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**MAR GATON GRANADO**

***Accountant***

***Filipino, Age: 32, Bate of Birth: February 28, 1988***

**CONTACT**

**RESUME OBJECTIVE**

Email:margranado24@yahoo.com

Phone: +973 34556512

Address: Bab-al Manama Kingdom of Bahrain

Accountant with 7+ years of experience of Financial Statement process and analysis, ledger processes, account reconciliations and streamlining accounts. Seeking to leverage accounting expertise and experience into a fundamental and reliable contributors in company progress.

ERP System - Optimum

SAP

Microsoft Dynamics AX

Microsoft Office

Communication

Time Management

Critical Thinking HandlingPressure

Leadership

**EXPERIENCES**

**SKILLS**

**ACCOUNTANT**

*ALREDA TRADING AND CONTRACTING GROUP B.S.C (Bahrain) October 2018 - Present*

* Created financial reports and supported all areas of responsibility within a 5 person finance team
* Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data
* Performed process analysis and communicated recommendations to management
* Process journal entries and perform accounting corrections to ensure accurate records

**ACCOUTING OFFICER – Disbursement**

*DDT KONSTRACT INC.(Philippines) / October 2014 – July 2017*

* Conducted thorough reviews of Suppliers, Subcontractors, Payroll, Rentals, Petty cash, and Utilities Billings and other supporting documents.
* Ensure d the company’s Government Compliance ( Bureau of Internal Revenue, Social Security System, Phihealth)
* Adhered to departmental controls and regulations, maintaining ethical conduct at all times.

**EDUCATION**

Bachelor of Science in

Accountancy

**2004-2009**

**ACCOUNTANT**

*Yanbu Steel Company (Saudi Arabia) / June 2012 – August 2014*

* Provides financial information to management by researching and analyzing accounting data; preparing reports. Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information

**AREAS OF EXPERTICE**

Financial Statement

Bank Reconciliation

Payroll, Budgeting and Forecasting

Variance Reporting

Prepayment and Accruals

Cash Management