

Corazon Beltran

Mobile no: +974 7765-2809

Email address: missqatar21@gmail.com

Objective I am self-motivated, friendly accounting professional with more than twenty years' experience in handling financial information for organization and to be part in a challenging and dynamic global environment that offers opportunities to expand my learning's, knowledge, skills and personal growth.

Education Bachelor of Science in Accountancy at
Divine Word College (Holy Name University)
Philippines – Tagbilaran City

Personal Information Nationality: Philippines
Visa: Residency visa - transferrable
Residence Country: Qatar - Doha

Work Experience **Accountant** September 2010 – Apr 2021
at Doha Intertek Trading
Qatar – Doha

- Monitors and renew resident permits, passport expiry, CR, computer ID and trade license
- Book air tickets for staff and personnel
- Prepares letter and memos for employees
- Manage and schedule meeting & appointments
- Sorting mails, invoices and letters
- Prepares payroll (includes computation of overtime, end of service and other employees benefits)
- Collect and deposit check payment from clients. Coordinates and performs bank account opening, process line of credit such as guarantee, retention, performance bond and other bank matters
- Responsible for budgeting and scheduling payments to suppliers and subcontractors
- Compute withholding taxes; prepare income tax returns and other tax requirements
- Updates summary of fixed assets and inventory of office supplies and site machinery
- Prepares financial reports monthly and annual closing
- Reconcile accounts payable and receivables
- Follow up payments to our clients
- Prepare and send confirmation letter to debtors, creditors and bank
- Maintaining and reconciling balances sheet and general ledgers
- Prepares monthly bank reconciliation
- Initiator in online banking transactions for CBQ and Masraf Bank

- Summarizing and filing invoices, receipts of expenses, bank statement, check issued and vouchers
- Assist in audit preparation and updates transactions in Dhareeba for income tax purposes
- Posting and encoding expenses, invoices and all transactions in ERP system
- Carry out and performing other administrative works from time to time

Accountant June 2008 – May 2010
 at Dynamic Mgt Group
 Doha, Qatar

- Organize and coordinate meetings, conferences, travel arrangements
- Prepare and distribute minutes of meetings
- Responsible for administrative functions
- Monitors account receivables and payables
- Prepares payment voucher
- Compute overtime, employees benefits and prepares payroll
- Records all payments in cash and bank journal
- Prepares monthly financial reports and bank reconciliation
- In charge in budgeting and other payments
- Prepares cost proposal to client
- Receives query from sub-contractors and clients

Bookkeeper July 2004 – March 2008
 at Quedancor Philippines
 Bohol, Philippines

- Monitors and updates borrower's individual ledger
- Prepares borrower's statement of accounts
- Prepare financial statements submitted to chief accountant
- Monitor employee's attendance, compute overtime and prepares payroll
- Prepares statement of remittance and disposition of funds to central office
- Replenished petty cash fund
- Post daily cash receipts and disbursements journal
- Petty cash custodian and In-charge of bank deposits and withdrawal transactions
- Carry out any other task required by the Manager & other Division

Asst Billing Supervisor January 2001 – June 2004
at Royal Cargo merged to Danzas-Deutsche Post)
Paranaque City, Philippines

- Process and monitors billing invoices
- Computes and prepares invoice for duties and taxes
- Prepares & consolidate reports on collections against collectible
- Performs daily voucher writing
- Prepare File management and accounting records.
- To review each accounts handled, check and assist on collection aspects
- Prepares month end profit and loss report
- Encode daily expenses for each client thru logis systems
- Compiles data for billing
- Handle records in order to ascertain the schedule of work completed and monthly costs
- Responsible for summarizing monthly cost in our department

Technical Skills

Computer Literacy: Microsoft Word, Excel & Internet Navigation
Language : English, Filipino, Cebuano
Accounting Software: ERP, QuickBooks, Logis