



JEBEE

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WORK EXPERIENCE

FINANCE MANAGER/ACCOUNTANT (Project-Based)

USA (Remote) | March 2024 – October 2025 (1 year, 8 months)

- Managed end-to-end payroll, invoicing, attendance audits, and client financial records while ensuring accuracy, timely billing, and payment follow-ups for virtual teams.

EXECUTIVE ADMIN ASSISTANT

KNS Solar | October 2023 – 2025 (1 year, 3 months)

- Provided high-level executive and financial support by managing calendars, payroll, taxes, vendor coordination, hiring, marketing campaigns, and company records for a U.S.-based solar firm.

SUPPLY CHAIN ASSISTANT

AvantStay | June 2022 – July 2023 (1 year, 2 months)

- Oversaw purchasing, budgeting, vendor coordination, delivery tracking, and inventory audits to ensure timely, accurate fulfillment with minimal discrepancies.

ADMIN ASSISTANT/EXECUTIVE ASSISTANT

Transguard Group (Dubai, UAE) | March 2019 – March 2021 (2 years)

- Supported management through calendar control, travel booking, invoicing, payroll processing, financial reporting, and document management.

EVENT ASSISTANT (Part-Time)

Elite Interactive Events (Dubai, UAE) | March 2019 – 2021 (2 years)

- Assisted event managers with scheduling, coordination, participant support, and real-time updates to ensure smooth event execution.

BRANCH ACCOUNTING ASSISTANT

KMBI – Microfinance | August 2018 – February 2019 (7 months)

- Handled payroll, invoicing, petty cash, journal entries, client records, and compliance support for branch accounting operations.

ACCOUNTING STAFF/AUDITOR

Delloso Design Builders Corporation | April 2018 – August 2018 (5 months)

- Audited company income and expenses, processed payroll, maintained databases, and supported accountants with permits and documentation.

SKILLS/AREAS OF EXPERTISE

- Bank Reconciliation
- Bookkeeping (Full-Cycle)
- Accounts Payable (AP) & Accounts Receivable (AR)
- Invoicing & Billing
- Payroll Processing
- Financial Forecasting & Reporting
- Balancing & Journal Entries
- Financial Statement Preparation

TECHNOLOGY

- QuickBooks
- Xero
- SAP
- Oracle ERP
- Oracle E-Business Suite (EBS)
- Oracle Retail
- Oracle PL/SQL
- MySQL
- Microsoft Access
- IBM Mainframe
- ETL Processes
- Monday CRM
- Canva
- Mailchimp
- Amazon

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