



# MILDRED S. CRUZ

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Communication
- Graphic Design
- Administration
- Administration
- Time Management

## PERSONAL PROFILE

I help Business Owners manage their operations and finances, ensuring proper governance, and compliance with company and government regulations, while helping maximize its full earning potential.

## WORK EXPERIENCE

### REMOTE CONSULTANT

[NMC Green Foods OPC | 2022 - Present](#)

- Oversees overall operation of the business.
- Evaluates company's internal and external affairs and formulates system and procedures whenever necessary.
- Designs the company's marketing and promotional materials.
- Ensures efficiency and effectiveness on the implementation of existing company policies and procedures and proposes improvements.

### ACCOUNTANT

[Chalhoub Group, UAE | 2009 - 2016](#)

- Manage daily accounting operations and maintain the company's general ledger.
- Ensure accurate and timely monthly financial reporting.
- Review and complete post-close reconciliations with proper documentation.
- Maintain detailed and organized financial records and journal entries.
- Process invoices and collect receivables according to credit terms, ensuring timely collection of accounts receivable.
- Oversee proper documentation, approval, and timely payment of supplier invoices.
- Assist in budget planning, forecasting, and departmental analyses, including marketing and trip reports.
- Coordinate and support year-end audit activities.
- Ensure consistent adherence to the company's policies, principles, and management programs.

## TOOLS

MS Office  
Google Workspace  
Canva  
Notion  
QuickBooks  
Baan ERP  
Oracle  
SAP  
Xero  
Helium 10

## TRAININGS / CERTIFICATIONS

Career Boost with Power BI  
E-Commerce Bookkeeping  
Entrepreneur Masterclass  
Email Marketing Basics  
Dropshipping Course  
Freedom Ticket - Helium 10  
SEO Basics  
Intro to Digital Marketing  
Real Estate VA Course

### ASSISTANT ACCOUNTANT

[Al Habtoor Engineering, UAE | 2008 - 2009](#)

- Manages the site's financial records and monitors the site project's completion and reconciles the site's project cost reports against head office.
- Reconciles site's monthly billing charges, project accounts ledger and asset register against Head Officer records.
- Prepares summary report of all materials requisition and transfers to and from other project site.

### INTERNAL AUDIT SUPERVISOR

[Pascual Laboratories, Inc., Philippines | 2007 - 2008](#)

- Develop and prepare audit schedules, programs, staffing plans, and reporting requirements aligned with the Annual Audit Plan.
- Review staff-submitted working papers and audit reports, finalizing reports for Management and Audit Committee submission.
- Conduct research on best practices and updates in audit strategies.
- Supervise, monitor, and evaluate staff performance, including preparing annual performance evaluations.

### INTERNAL AUDIT SUPERVISOR

[AMA Computer University, Philippines | 2004 - 2007](#)

- Plan and schedule audits, delegate assignments to staff, and monitor the completion of tasks in alignment with audit plans.
- Review staff-submitted audit reports and working papers, finalizing them for submission to the Internal Audit Head.
- Update and review Audit Program Guides to ensure compliance with company policies and procedures.
- Supervise and evaluate staff performance, identifying and addressing staffing requirements as needed.

### ASSISTANT AUDIT ASSISTANT

[UCPB General Insurance Co., Inc., Philippines | 1998 - 2003](#)

- Assists the Audit Team in conducting internal audits and finalizing Audit
- Reports based on annual audit plans.
- Prepares and summarizes audit schedules, audit working papers and other related reports and finalizes disposition or closure of audit findings.

## EDUCATION HISTORY

[Warner & Spencer University](#) Masters In Business Administration, 2008 (Partially completed)

[Philippine School of Business Administration](#) Bachelor of Science in Accountancy, 1998 (Graduate)

[Saint Michael Parochial School](#) Secondary Education, 1993 (Graduate)