

BABY ELAINE V. LOJA

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CAREER OBJECTIVE:

To be able constantly uplift my knowledge and profession and willingly share it with others. Prove my Skills and experience to the company I worked for and help for the progress of the company.

HIGHLIGHTS OF QUALIFICATIONS

- Bachelor of Science in Commerce- Major in Accounting
- Expertise in all aspects of accounting, including in account payables, accounts receivables, financial reporting, payroll administration, bank reconciliations & general accounting.
- Experienced in accounting, operations, designing procedures and maintaining sound internal systems.
- Detailed oriented & organized with strong problems solving skills and exemplary attention to details.
- Respected team player who is willing to do whatever is necessary to get the job done.

PROFFESIONAL EXPERIENCE

Company: Epic FZ LLC- Assistant Accountant- Freelancer

-Project APEX -March 11-May 5, 2024

-Project Nomad-September 9-November 17, 2024

-Project APEX -November 18-December 20, 2024

- Processed payroll for production schedules, including overtime, meal allowance, and per diems.
- Coordinated with production managers and department head & production accountant to verify timesheets and resolve discrepancies.
- Maintained detailed payroll records, including employee contracts and deal memos, and other payroll reports.
- Processed payroll in accordance with project budgets, ensuring adherence to financial constraints.
- Prepared and submitted payroll reports to Producers, Production accountant and Location Accountant for review and sign-off and approval.
- Assisted the AP Accountant in processing payroll and ensuring all payments were accurate and timely paid.
- Managed payroll entries in Smart Accounting software systems, ensuring accurate calculation of wages, deductions, and benefits.

Company: Twofour54 FZ LLC

Senior Production Accountant -Freelancer-February 12, 2019 - January 31, 2024

- Review Studio Contracts, create Workorder and raise the invoice accordingly as per terms and conditions as stated in contract.
- Review Purchase Requisition and Purchase Order and ensure the cost and coding is aligned as per budget and project cost. Ensure that COGS as per project quote are charged to client.
- Reviews and approves Invoices of the supplier prior to preparation of the payment and signature to ensure security of bank funds.
- Perform month end closing activities such as account reconciliation, revenue accounting, expense accounting,
- Managing and updating the cost report and the wrap up of the projects
- During the Production of the relevant projects, oversee all payments, manage payroll, petty cash and foreign currency and keep accurate financial records
- calculating finances, working out the cost of the relevant project, communicating with financiers and monitoring the cash flow or spending.
- Worked as Production Accountant on Mirage and Mission Impossible Project filmed in Abu Dhabi, UAE
- Worked as Rebate Accountant on various projects.
- Ensuring the production meets all financial regulatory requirements including Abu Dhabi Film Commission Rebate Guidelines

- Reconciling bank statements, filing and maintaining project related invoices and bookkeeping and
- Finalizing all financial records related to the relevant project.
- Collate and submit audit packs for all rebate projects. Ensure packs are complete with all relevant information; liaise with client to ensure all party supporting documentation is complete in order to maximize the rebate payment.
- Liaise with auditors and film commission for inquiries and required documentation for rebate.

Company: Twofour54 FZ LLC

Senior Accountant-Film & TV -Sept 17, 2008 - June 30, 2018

- Set up a cost report based on the approved project budget, maintain report and update with all actual and committed costs to ensure that the cost reports always reflect the current 'live' position of the project
- Collate and submit audit packs for all rebate projects. Ensure packs are complete with all relevant information; liaise with client to ensure all party supporting documentation is complete in order to maximize the rebate payment.
- Maintain accurate accounting records for future references.
- Assist in account receivables and payables activities.
- Respond to accounting related questions and inquiries from employees.
- Ensure financial records comply with company policies and accounting principles.
- Perform month end closing activities such as account reconciliation, revenue accounting, expense accounting, etc.
- Prepare finance reports required for team meetings or as requested by management and customers.
- Assist in preparing necessary documentations for annual financial audits.
- Remains flexible enough to assist as directed, with performing other miscellaneous task that may arise in the course of daily work schedule.
- Worked on Twofour54 Projects like Abu Dhabi Government Media Project, MBC , Hollywood and Bollywood and various small projects.