

Shyrlyn A. Libid

Assistant Manager | Finance & Cost Control | Automotive

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🚗 Valid UAE Driving License

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PORTFOLIO

*Precision in
Every Number*



13+

years in finance
& accounting

2

promotions at
Al-Futtaim Automotive

5

industries: automotive,
F&B, banking & more

AI-Ready

office automation &
AI-assisted reporting

PROFILE

Results-driven finance professional with 13+ years of progressive experience across automotive, hospitality, F&B, consultancy and banking in the UAE and the Philippines. Currently Assistant Manager at Al-Futtaim Automotive (Toyota & Lexus), having advanced from Accountant to Cost Clerk to a management role through accuracy, ownership and reliability. Highly adaptable and quick to settle into any team, system or work environment. AI-ready and currently leading office automation initiatives that cut manual work and deliver faster, more accurate reports.

PROFESSIONAL EXPERIENCE

Assistant Manager – Finance & Cost Control

Toyota & Lexus – Al-Futtaim Automotive | Ajman, UAE | 2026 - Present

- Lead and supervise the branch finance and cost team, setting daily priorities, reviewing output and coaching staff.
- Oversee month-end closing, accruals and branch financial reports for timely, accurate submission to management.
- Monitor branch costs, expenses and budget variances; flag deviations and recommend cost-saving actions.
- Review and approve warranty claims, reconciliations and journal entries before posting, strengthening internal controls.
- Manage receivables and credit exposure, driving collection of overdue accounts and reducing ageing balances.
- Act as key liaison between workshop, body shop, sales and finance teams, and with internal and external auditors.
- Drive office automation using smart Excel templates and AI tools (ChatGPT, Claude, Gemini, Copilot).

Cost Clerk

Toyota & Lexus – Al-Futtaim Automotive | Ajman, UAE | Oct 2024 - 2026

- Processed and validated warranty claims in full compliance with Toyota and Lexus manufacturer standards.
- Reconciled warranty receivables and followed up outstanding and rejected claims through to recovery.
- Controlled warranty parts end-to-end: documentation, tagging, storage and authorised disposal.
- Coordinated with workshop and body shop teams to verify job cards, labour and parts before submission.

Accountant

Lexus – Al-Futtaim Automotive | Ras Al Khaimah, UAE | Feb 2022 - Oct 2024

- Managed daily collections (cash, cheque, bank transfer, credit card) with daily cash reconciliation and banking.
- Invoiced new vehicle units for Retail and SME customers with correct pricing, VAT and documentation.
- Prepared internal notes, monitored credit approvals, and generated customer ageing and credit reports.
- Verified invoices, prepared manual billing and supported month-end closing and audit requirements.

CAREER & EXPERTISE

SHYRLYN A. LIBID

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EXPERIENCE (CONTINUED)

Admin Manager / Payroll Master

Bin Jumah Group | Ras Al Khaimah, UAE | Apr 2021 - Jan 2022

- Ran end-to-end monthly payroll: attendance, overtime, deductions, WPS processing and end-of-service.
- Led administrative operations and supervised admin staff, setting priorities and monitoring performance.
- Oversaw inventory, purchasing and logistics, keeping stock records accurate.
- Introduced process improvements that streamlined approvals and reduced manual work.

General Accountant

Ethmar Companies Management LLC | UAE | Nov 2017 - Nov 2019

- Handled the full accounting cycle for group entities: AP, AR, journal entries and general ledger.
- Prepared monthly financial statements and management reports.
- Performed bank, vendor and intercompany reconciliations, resolving discrepancies promptly.
- Supported VAT compliance preparation and external audit requirements.

EARLIER EXPERIENCE · PHILIPPINES

Customer Service Associate

City Savings Bank | Jul 2015 - Jul 2017

Handled customer transactions and inquiries; processed deposits, loans and fund transfers in line with banking regulations.

Branch Accountant

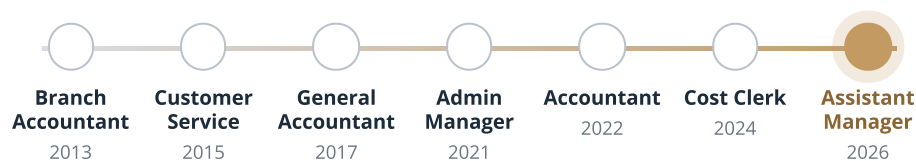
Producer Savings Bank | Jun 2013 - Jul 2015

Daily reconciliations, branch cash and vault operations, petty cash, and branch financial and regulatory reports.

CORE COMPETENCIES

- ◆ Team Leadership & Supervision
- ◆ Cost Control & Budget Monitoring
- ◆ Credit Control & Collections
- ◆ Bank & Account Reconciliations
- ◆ Internal Controls & Audit Readiness
- ◆ Office Automation & AI Tools
- ◆ Month-End Close & Reporting
- ◆ Warranty Claims Management
- ◆ Accounts Payable & Receivable
- ◆ Payroll & WPS Administration
- ◆ Process Improvement & SOPs
- ◆ Adaptability & Change Readiness

CAREER PROGRESSION



EDUCATION

Bachelor of Science in Accountancy

University of Luzon, Philippines
2009 - 2013

SYSTEMS & TOOLS

- SAP
- Sage 300
- SAP Ariba
- Advanced Excel
- Pivot Tables
- XLOOKUP
- Word
- PowerPoint
- ChatGPT
- Claude
- Gemini
- Microsoft Copilot

LEADERSHIP STRENGTHS

- Coaching & developing team members
- Decision-making under tight deadlines
- Clear reporting to senior management
- Adapts quickly to any work environment
- Attention to detail & accuracy

AI & AUTOMATION

- Automates routine office tasks and reports
- Builds smart Excel templates for reconciliations
- Uses AI for analysis, drafting and summaries
- Quick to learn and adopt new systems

LANGUAGES

- English — Fluent
- Filipino — Native
- Arabic — Basic
- Nationality: Filipino