**ELSA**

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| **O B J E C T I V ES** |

To use my skills and education to contribute towards developing and expanding business opportunities, with the chance to advance to a management role in future. In relation to that I am willing to participate and help the company to the best of my full potentials and capabilities.

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| **S U M M A R Y O F Q U A L I F I C A T I O N S** |

* More than a year in the field of financial analysis especially on accounts payable.
* 5 years experience as Data Specialist.
* More than 3 years knowledge on secretarial and administrative assistant
* Vast knowledge related to finance functions and activities.

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| **E D U C A T I O N A L B A C K G R O U N D** |

**University of the East**

Bachelor of Science Major in Management-2006

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| **W O R K I N G E X P E R I EN C E** |

**Accounts Payable Analyst**

(February 2015-March 2016)

Accenture Philippines

**Duties and Tasks:**

* Person in charge in a client country.
* Responsible for document sorting, preparation, scanning, archiving and indexing
* Receives and records invoices into Accounts Payable System
* Performs high speed, accurate data entry of invoices into the System
* Payment Posting Process including verifying error and perform resolution, act as liaison to the client
* Ability to explain accurately the Operational Excellence Methodology.
* Responds promptly and correctly with client queries.
* Prepares invoice ageing and end of day invoice reporting.

**Data Specialist**

(January 2010-February 2015)

A.M YU Associates

**Duties and Tasks:**

* *Sorting of Data*
* *Coding of Data on System*
* *Ensures accuracy of details coded*
* *Checking the validity of data to avoid incomplete or incorrect data entry*
* *Filling of Documents*
* Analyzing of Data
* Recording clearly different data
* Encoding details to computer

**Secretary / Receptionist / Sales Assistant**

(January 2007-Febuary 2010)

Jhophil Enterprises Philippines

**Duties and Tasks:**

* Overall in-charge of the store branch.
* Recording sales, checking stocks, posting and inventory.
* Monitor deliveries for the supplies from the warehouse.
* Performs inbound and outbound telephone calls for the customer inquiries of the products to be sold.
* Conducts monthly report of all store financial standing to check on its earnings status.
* Cash handling transactions
* Greet customers, settle them down their payment.
* Insuring invoice to customers
* Day to day summarization of over all transaction for the day

**Internship**

(July 2006–September 2006)

One Incentive Systems Advocates Inc. (BPI)

 **Duties and Tasks:**

* Filling of Documents
* Sorting of Data
* Answer calls of customer with the most cheerful and pleasant disposition
* Maintain Account Records about professional licensing.
* Transcribe spoken or written information
* Take dictation
* Take Messages
* Enter time sheet information
* Maintain telephone logs
* Use computers to enter, access or retrieve data

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| **S K I L L S A N D I N T E R E S T** |

* Oriented in SAP (ERP) Business One System
* Comprehensive knowledge of finance principles regarding Accounts Payable transactions.
* Vast knowledge on communications for written and verbal related to finance based on my relevant trainings.
* Ensures all work is performed in accordance with the target
* Knowledge on secretarial job and customer service handling.
* Professionally Committed and Responsible
* Can do multi-tasking and analytical problem solving.
* Accurate in processing data, minimal error in doing task.
* Have integrity in every task and duties
* Enable to work under pressure.
* Very committed in the company.
* Oriented in Microsoft Office Applications 2010 and 2013 such as:( WORD, EXCEL, POWERPOINT, OUTLOOK)

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| **P E R S O N A L I N F O R M A T I O N** |

**Citizenship:**  Filipino

**Civil Status:**  Single

**Sex:**  Female

**Language can speak and write: English and Filipino (FLUENT)**

**Job Seeker First Name / CV No: 1716162**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 