CATHERINE

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**OBJECTIVE:**

To seek for a position wherein I can utilize my skills and develop my knowledge in accounting and business operations.

**CAREER PROFILE:**

* SAP Business One knowledgeable
* Putty
* Navision and Peach Tree
* Proficient in MS Word, MS PowerPoint, MS Excel
* Can work under pressure
* Honest, trustworthy and hardworking

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**PROFESSIONAL EXPERIENCE:**

**Bangkok Glass Public Company Limited Dec.16, 2015- October 31, 2016**

**Audit Staff**

* Audit a department and branch depends on the schedule given by the Internal Audit Manager
* Review the documents given by the departments and analyze if it follows on the company’s rules and regulation
* Walkthrough in the department to inspect if they follow the procedures based on their documents
* Review the procedure based on actual observation and on the documents
* Make a work paper that summarize all the findings

**Philippine Spring Water May 12, 2014 – March 30, 2015**

**Cashier/Encoder Reliever**

* Receive Remittance from the salesman either daily or weekly depends on their schedule
* Encode all sales transaction receipts receive from the salesman using Putty and SAP
* Manage PCF of either plant or branch. Including payments for rents of office and other miscellaneous expense, releasing allowances of the salesman, deposit the cash sales to bank and sending cash sales report to finance department
* Making Cash Encashment Report for replenishment of petty cash
* Generate reports after encoding the sales receipts to putty
* Encode Daily Sales Transaction in putty and in SAP
* Making Petty Cash Report that to be encoded in SAP and to be submitted to Accounting department
* Reliever to encoder/cashier

**Visayas Reach Global July 9,2013- February 6, 2014**

**Account Receivable/Petty Cash Custodian/Cashier**

* Process all receivables from three Principal. Philips, RepChem and Bticino
* Process receivables in 2 system: Peach Tree and Navision
* Generate report from the system to make a daily monitoring report to monitor receivable from the customer
* Reconcile Accounts of Customer to know the outstanding balance of the customer
* Make petty cash report for replenishment of the petty cash fund
* Receive remittance from the salesman daily
* Prepare daily online cash report for treasury and for the bank

**Waffletime Incorporated March 2012 – May 15, 2013**

**Inventory Account Officer**

* Accounts the inventory purchases raw materials and finished products
* Performs the Goods Receipt Purchase Order of all suppliers for the payment of accounts
* Coordinates with the Accounts Payable Officer to ensure completeness and accuracy of the transactions
* Responsible for timely processing of receipts to avoid delay of deliveries and penalties of payables

**Coffeebreak Café International July 2011 – February 2012**

**Accounting Officer**

* Receiving of orders from store outlets for their day-to-day operations
* Preparation of Delivery Receipts
* Coordinates with the Purchasing and Production Officers to cater the needs of the store outlet
* Receiving of orders from Franchisees and Affiliates
* Preparation of Billing Statements for the franchise and affiliates accounts

**Landbank of the Philippines-Lending Center November 2010 – January 2011**

**On-the-Job-Trainee**

* Preparation of courier slip for the documents that are being sent to the satellites
* Preparation of a quotation for the renewal of client’s insurance
* Making a debit and credit advice
* Recording of Insurance Policies and Official Receipts
* General office duties

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**EDUCATION:**

**Bachelor of Science in Commerce Major in Management Accounting**

Central Philippine University

2011

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