**EMIL**

[**EMIL.331881@2freemail.com**](mailto:EMIL.331881@2freemail.com)

**WORK EXPERIENCES**

**LA PANDAY FOODS CORPORATION BOX-PLANT** Davao City, Philippines

**Accounts Payable Staff** (September 2015-present)

* Timely processing of payables and be submitted to treasury for payment
* Review invoices, check request, PO against deliveries and actual billings
* Prepare APV (Accounts Payable Voucher) for G&A expenses (e.g. trucking, import bills, OLC's, Petty cash voucher, security, advances to suppliers, Export billing (BOI), etc.)
* Periodic Aging of accounts payable
* Preparation of Creditable Tax Withheld to all suppliers as needed
* Clearing of AP accounts, AR accounts advances to suppliers, import bills, GRIR, Bank charges and charged to truckers

**Sales and Distribution (Accounts Receivable) Staff** (September 2015-present)

* Prepare Invoices and SOA for 3rd Party Customers and LFC Affiliates
* Review AR and credit terms of customer
* DR (delivery receipt/ CI (commercial invoice) monitoring for proper accountability of all official documents which are filed for company and audit purposes
* Weekly summary of deliveries and payments
* Clearing of AR Accounts
* Participate in inventory count
* Perform other task as needed from time to time

**LISA’S TENDER LEAN MEATS (Commissary)** Davao City, Philippines

**Accounting Assistant** April 2015 to September 2015

* Prepare monthly Sales Report and CRM summary (Cash Receipt Machine).
* Weekly reports of Accounts Receivables.
* In-charge in receiving Cash & Check collection’s from customer.
* Checking of Sales Summary Report of 7 outlets store and 4 grocery stall.
* Preparation of Creditable Tax Withheld to all suppliers as needed.
* Process check for payments.

**TRAINING / SEMINARS**

* **SAP R3 FI Module** ( Financial Accounting)**; SD Module** (Sales and Distribution)
* **Good Manufacturing Practices** (Iko’s ihaw-ihaw, Davao City)8th of June 2015
* **New Challenges in Business and Management** (University of the Immaculate Conception) 1st of Feb 2014
* **Research Writing Preparation** (University of the Immaculate Conception) 12th of July 2014

**LANGUAGES**

English Native-Bilingual Proficiency

Filipino (Tagalog, Cebuano) Mother Tongue

**EDUCATION**

* **Bachelor of Science in Accounting Technology** (2011-2015)
  + **University of the Immaculate Concepcion, Davao City Philippines**
* **Secondary Education (2007-2011)**
  + **Notre Dame of Tacurong College, S.K. Philippines**

SKILLS

-Excellent MS Excel, MS Office, Outlook

-Typing Speed 60 WPM

-Flexible, able to handle pressure, work without or with minimal supervision

- Good Communicator / Public Speaker, Goal / Target Setter,

- Professionalism, Time Management, Teamwork, Leadership, interpersonal building