Cecille

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**PROFESSIONAL SUMMARY**

Thorough Accounts Officer who is able to supervise 11 sales representatives and helps them to improve their sales by 15%. Adept at monitoring accounts payable activity, providing a close supervision for aging accounts and developing comprehensive reports to assist the management. Specialize in sales and manufacturing industry.

**CORE QUALIFICATIONS**

Detail oriented, efficient and organized professional with experience on purchasing, accounts payable and receivables; with excellent written and verbal communication skills;highly trustworthy, discreet and ethical; able to meet deadlines and can do multi-tasking. Knowledgeable on Microsoft Word, Excel, PowerPoint and other in-house accounting system and SAP.

**EXPERIENCE**

**ACCOUNTING OFFICER** May 2014 – November 2016

Q and U Furniture Muntinlupa City, Philippines

●Supervise11sales representatives and helps increase their sales by 15% through timely and accurate delivery of goods.

●Constantly negotiates with business partners to ensure rapport and to improve sales volume.

●Reviews furniture inventories and makes delivery proposal for stores.

● Records andmakes monthly sales report and inventory to be submitted with the management.

●Issues Provisional Receipts and Official Receipts for outright and consignment sales.

**ACCOUNT RECEIVABLE ANALYST** January 2013 – April 2014

Messe and Handel CorporationPasay City, Philippines

●In charge in printing monthly customer billing (customer sales invoice) and guarantees it’s on

time distribution with respective clients.

● Receives and records all check/cash collections and submit to immediate superior.

● Checks if collection is correct and if not reconcile with the clients accounting.

● Prepares follow up letter to customers with overdue accounts.

● Monitors and updates daily collection on accounting system.

●Makes monthly report for AR aging and status of each receivable or as ordered by superior for management.

**ACCOUNTING CLERK** April 2009 – Dec. 2012

Honda Motor Sports Inc. Makati City, Philippines

●Process motorcycle spare parts, accessories and oil (SPAO) orders from branches with our supplier and makes check payment after detailed and thorough checking of SPAOs’ order, delivery and payable details from supplier has done.

●Coordinates with 40 cashiers on SPAO orders, receiving report and status of SPAO order.

●Communicates with suppliers on SPAO delivery issues and fix problems right away.

●Verifies branch expenses and issues check for replenishment of petty cash fund of 70 branches.

● Monitor cash advances made by employees and makes report of liquidation.

●Determines content and assembles data in order to prepare monthly reports such as Disbursement, Input and Withholding tax summary for review.

●Pre audits, verifies and processes employee expense claims reviewing rules for employee

Compliance.

● Prepares checks for monthly branch rental, payroll, allowances, branch promos and sale

incentives.

**QA INSPECTOR** June 2004 – Feb. 2009

Integrated Microelectronics Inc.Laguna, Philippines

●Receives and inspects raw materials from supplier to be used in assembling disc drive.

● Validates the description of material using necessary documents issued by customer.

● Performs Audit at warehouse and store personnel during monthly inventory of the company.

●Receives and inspect disc drive from production to be shipped with clients upon QA approval.

**EDUCATION**

**Bachelor’s Degree - Commerce March 2003**

Divine Word College of Calapan Calapan City, Philippines

Achievement: Calapan City Government Scholar

**GOVERNMENT EXAMINATION PASSED:** Career Service Professional Exam October 2012