**MELISSA**

**MELISSA.336842@2freemail.com**

**Career Objective:**

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth, development and success.

**Qualifications:**

* Expert knowledge of standard reports including crystal reports.
* Excellent in writing and communication skills.
* Knowledgeable in Microsoft word and excel.
* Establish cooperative relationship in calm and tactful manner.

**WORKING EXPERIENCES**:

**October 30, 2012 – January 14, 2017**

Job Role: Account Payables

Company Name:Via Marine Corporation

Industry: Transporting Petroleum

**Job Description:**

Responsible for supporting the accounting operation of the business by processing invoices, making payments and solving queries.

**Duties:**

* Receiving of statement of accounts and bills from oil companies, insurance , utilities, and communication companies and bank loans.
* Receiving of purchase orders from Purchasing Dept., materials and job orders reports from Central Warehouse Department.
* Arranging, attaching, matching and checking of all documents per sales Invoice, statement of accounts for purchase materials including imported items for maintenance / services and bank loans.
* Recording and posting of all accounts payable to system.
* Ensure timely payment of all vendor invoices.
* Processing of invoices from various locations for payment.
* Prepare vouchers for suppliers once a week, aside from the daily receipts, invoices and statement of accounts received.
* Do emergency money vouchers and request for funds.
* Preparation and issuance of tax certificates to suppliers and yearly reporting to Bureau of Internal Revenue.
* Monthly schedule of accrued purchases and advances to employees.
* Resolves collections and invoices discrepancy matters.
* Providing Accountants with assistance when required.
* Contacting banks regarding any financial queries.
* Processing a high volume invoices.
* Handling all telephone inquiries relating to accounts payable issues.

**May 02, 2005 – Sept. 10, 2012**

Job Role: Sales Assistant

Company Name: SM Mart Inc.

Company Industry: Retail / Wholesale

**Job Description:**

Responsible for contributing to the overall performance of the store by driving sales at every opportunity at the same time making sure every customer receives exceptional levels of services and enjoys their visit to the store.

**Duties:**

* Smile, greet and offer basket to all coming customers.
* Offering face to face advice to customers on the stores products.
* Maximizing store revenue by suggesting upgrades
* Processing returns and refunds as required in line with company procedures.
* Monitor, log, check, locate and move stock both in and out of the store.
* Handling customer complaints in a calm manner.
* Ensuring that all areas are clean and adhere to the company’s policy health and safety requirements.
* Check attendance of all employee’s in the Department.
* Prepare reports needed by Selling Supervisor, Manager and Branch Manager.
* Attending training and Orientation from HR Department.

**EDUCATION:**

Education Level: Bachelor’s / College Degree

Course: BS in Accountancy

School: City of Malabon University

Date Graduated: 2012

**Trainings/Seminars:**

**Date: Topic/ Course**

Jan. 3 – 8, 2017 SAP (Systems, Applications & Programs)

Nov. 19 – 23, 2012 Microsoft Dynamics (GP)

Nov. 5 – 9, 2012 Payme (Payroll Program)

**PERSONAL DATA:**

Age: 31

Date of Birth: Jan. 1, 1986

Civil Status: Single

Height: 5’4

Nationality: Filipino

**REFERENCES:** Available upon request