**MELANIE**



[**MELANIE.337634@2freemail.com**](mailto:MELANIE.337634@2freemail.com)

**CAREER OBJECTIVE:**

To obtain an ACCOUNTING and ADMINISTRATIVE POSITION where I will be able to contribute my skill, knowledge and expertise to a company that will give me an opportunity to develop my career.

**PROFESSIONAL PROFILE:**

A highly motivated accountant experienced in accounts payables, accounts receivables, general and cost accounting. Have an eye for every detail and due diligence on assigned tasks. Has an excellent ability to communicate and collaborate with clients and colleagues from different department. Able to multi-task, establish priorities and organize efficiently. Responds well in fast-paced, high-pressure environment.

**KEY SKILLS & EXPERTISE**  
  
•    Over 2 years’ experience in accounting, 3 years in administrative and 5 years worker in manufacturing company.  
•    Excellent problem-solving skills, able to work productively and instinctively with good initiative  
•    Reliable, trustworthy and an excellent understanding of clients and supplier care and service  
•    Adapt easily to new concepts and responsibilities

•    Knowledgeable of computers and familiar with accounting software

•    Excellent time management skills

**PROFESSIONAL EXPERIENCE:**

**ACCOUNTING ASSISTANT**

NatCorp Career Growth and Manpower Services

Laguna, Philippines

February 2015 – December 2016

**Job Responsibilities:**

* Responsible for Billing Activities.
* Handles Accounts Payable. Responsible for processing invoices and issuance of payments; review and verify invoices and check requests; sort, code and match invoices; set invoices up for payment; prepare and perform check runs; post transactions to journals, ledgers and other records; reconcile accounts payable transactions; monitor accounts to ensure payments are up to date, research and resolve invoice discrepancies and issues; maintain suppliers files, correspond with suppliers and respond to inquiries; Pays employees by receiving and verifying expense reports and requests for advances;
* Monitors Accounts Receivable. Process and manages payments received and collected; maintain up-to-date billing system; generate and send out invoices; follow up on, collect and allocate payments; carry out billing, collection and reporting activities according to specific deadlines; perform account reconciliations, monitor customer account details for non-payments, delayed payments and other irregularities; research and resolve payment discrepancies; generate age analysis; review AR aging to ensure compliance; maintain accounts receivable customer files and records.
* Monitors and Updates Cash Receipts and Cash Disbursement Books.
* Monitors collections versus expenses and prepares weekly cash flow reports.
* Prepares and analyzes monthly income and expense plan and actual.
* Reports directly on President, General Manager and Accounting Head for weekly Cash Flow.
* Handles and monitoring of Petty Cash Fund.

**AMAS Assistant**

**(Audit and Management Advisory Services)**

Tong Hsing Electronics Philippines Inc.

Laguna, Philippines

December 2012 – June 2013

**Job Responsibilities:**

* **Cost Accounting.** Coordinate physical inventory counts and [cycle counts](http://www.accountingtools.com/article-inv-cycle-counting)
* Validate the cost of goods sold as part of the month-end close; Perform cost accumulation tasks as a member of the target costing group
* Assist in month-end closing, prepares monthly and quarterly accounting reports for submission to management.
* Member of the audit team.
* Computation and handling of Compensation and Benefits of employees.

**ACCOUNTING STAFF**

Optoline Manufacturing Philippines Inc.

Laguna, Philippines

May 2012 – December 2012

**Job Responsibilities:**

* **Payroll**. Accountable for collecting timekeeping information, incorporating a variety of deductions into a periodic payroll, and issuing pay and pay-related information to employees.
* **Payables.** Processes invoices and issuing of payments on time.
* **Check Preparations**
* **Bank Transactions**
* **Petty cash**

**STUDENT ASSISTANT**

Saint John Colleges

Calamba, Laguna Philippines

October 2009 – March 2012

**Job Responsibilities**

* Receptionist duties – Answer incoming calls, Assist the caller and/or route them to the appropriate staff member for further assistance. Greet and assist office visitors; take telephone messages when necessary and deliver the messages within a timely manner to the appropriate staff member.
* Microsoft Office Suite – Use Microsoft Office suite to prepare file labels, prepare and update documents, typing of student’s admission and examinations.
* Filing – File administrative and confidential documents.
* Photocopying – Photocopy an array of documents.
* Sort and deliver mail – Receive, sort and deliver mail, including shipments of small boxes received from FedEx and Campus Receiving Department. Immediately contact the appropriate staff member (via e-mail or telephone) to alert them of the shipment.
* Schedule conference rooms – Check availability of conference rooms, and schedule meetings for students and staff members.
* Miscellaneous duties – Deliver and pick up various documents to other campus offices; deliver checks to the cashier’s office to be receipted; assist staff with campus events (order supplies, setup, clean up); maintain cleanliness of office area and classrooms.

**PRODUCTION OPERATOR/ FINAL VISUAL INSPECTOR**

Pricon Microelectronics Inc

Laguna, Philippines

November 2003 – May 2008

**FINAL VISUAL INSPECTOR** - Approves incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and returning unacceptable materials.

* Approves in-process production by confirming specifications; conducting visual and measurement tests; communicating required adjustments to production supervisor.
* Approves finished products by confirming specifications; conducting visual and measurement tests; returning products for re-work; confirming re-work.
* Documents inspection results by completing reports and logs; summarizing re-work and waste; inputting data into quality database.
* Keeps measurement equipment operating by following operating instructions; calling for repairs.
* Maintains safe and healthy work environment by following standards and procedures; complying with legal regulations.
* Accomplishes quality and organization mission by completing related results as needed.

**PRODUCTION OPERATOR** - Operate equipment safely and effectively for production processing.

* Work under the guidance of Supervisor to perform and complete the assigned duties in timely manner.
* Recommend process improvements to enhance operational efficiency and safety.
* Maintain the work area clean, safe and organized.

**EDUCATION**  
2008 – 2012 **Bachelor of Science in Accountancy**

SAINT JOHN COLLEGES

Calamba, Laguna Philippines

1996-2000 **Secondary Level (HIGH SCHOOL)**

ARELLANO UNIVERSITY

Pasay Taft, Philippines

1990 - 1996 **Primary Level (Elementary)**

Rafael Palma Elementary School

Manila, Philippines

**PERSONAL DATA**

Age 32 yrs. Old

Gender Female

Date of Birth May 14, 1984

Place of Birth Makati, Philippines

Civil Status Married

Religion Roman Catholic

Citizenship Filipino

Visa Status Visit/Tourist Visa

Visa Validity February 28, 2017

Character Reference Available upon request