****

**MAY**

C/o-Contact No. 0504973598

[**May.341398@2freemail.com**](mailto:May.341398@2freemail.com)

**Objective:** Seeking an opportunity to share my knowledge and experiences to assist in the continued improvement of the organization.

**Work Experienced:**

Accounting Associate

Accenture Inc.

July 21, 2014 – August 19, 2016

* Handling customer’s accounts thru SAP system of Central Europe counties, Spain, Latin America, Italy and Benelux regions.
* Processed all the Prepayments of 5 countries (CEE, ITALY, SPAIN, LATAM and BLX) using SAP system.
* Checking or validating the escalations from our client and provide feedback or action.
* Doing admin task like workload allocation, updating our OE board and others.

Accounting Assistant

Super Shopping Market Inc.

November 25, 2013 to May 05, 2014

* Processed Tenants Billing (Rental Payment, Utilities Payment and other charges) via SAP.
* Processed Statement of Account of Tenants through SAP System.
* Processed Variable Charges (late deliveries, signage’s consumption and tag consumption) every 25th day of the month.
* Auditing Daily Collection Report including the Forex and Wesu transactions and then processed to SAP.
* Auditing EFT Settlement daily.
* Processed FAS Corporate Account through SAP.
* Processed SM Gift Certificate and other promo discount via SAP.

Inbound/Outbound Logistics Dep’t

Royale Cold Storage Inc.

March 13, 2013- November 20, 2013

* Processed the Receiving Report from Supplier and from other Depot using Oracle System.
* Processed Move Order Transfer and Issue via Oracle requested from other Dept’s and Warehouses.
* Processed Interorg. (Shipment) to the other Depot through transacted in the Oracle System.
* Make an adjustment of the Statement of Billing Account of MI-Stores via Credit Memo (CM) and DR using Oracle System.
* Make a Delivery Receipt (DR) in all MangInasal Stores through Oracle (Morning Shift).
* Entertain Store Manager’s concern with regards to their deliveries.
* Generating Pending SO for delivery to stores daily, Unserved/Pending Items and Clean-up this all pending through ORACLE System to avoid Insufficient of Stocks in the System.

Outbound Logistics Dep’t

(CM & DM/DR Processor)

Wizard Manpower & Allied Services Inc. (Mang-Inasal Phil’s. Inc.)

Dec.20, 2011- March 12, 2013

* Make an adjustment of the Statement of Billing Account of MI-Stores through Credit Memo and DR via ORACLE System.
* Make a Delivery Receipts in all MangInasal Stores through ORACLE System.
* Processed Non Stores orders and Delivery Receipts in Oracle (picking and printing loading guide as well as DR).
* Entertain Store Managers concerns with regards to their deliveries.
* Generating Pending SO for delivery to stores daily, Unserved/Pending Items and Clean-up all this pending through ORACLE System to avoid Insufficient of Stocks in the System.

Accounting Staff

KTKM Distributors Inc.

April 04, 2011-Sep. 15, 2011

* Entertain Customer’s Orders via phone, email and Sales Man booking pad.
* Prepare Sales Invoice through SBT System and NAV System.
* Make an adjustment to the Billing of Customer’s through Credit Memo via SBT System.
* Encodes Customer’s payments through SBT System.
* Updates daily Account Receivables of the Customer’s including key accounts.
* Analyzing the short/over of the Company’s Sales Man daily (sales invoice per day vs. actual sales per day (money).
* Conducting a physical inventory to the Sales Man delivery van every week and encode it via SBT System to know if there’s a variance between actual vs. system.

Sales Assistant

Gaisano Roxas City

May 21, 2006- Oct. 25, 2006

* Entertain Customers
* Introducing Product advantages and quality.
* Endorse customers to the counter station.

**Education:**

Bachelor of Science in Commerce

Major in Management Accounting

Capiz State University, Main Campus

2007-2011

**On-the-Job Training:**

F. Gurrea Construction, Inc.

Marketing Department

Q. Abeto Street, Mandurriao, Iloilo City

April 26, 2010- June 02, 2010

* Encoding Schedule of Unused Materials and Inventories
* Computing Schedule of Receivable’s
* Typing Projects Title and Contract Amount
* Segregating Documents

**Achievement:**

Dean’s Lister

S.Y.2008-2011

**Seminars/Workshops Attended:**

1.) Enhancing Employment Opportunities on March 12, 2011, CPC Annex, Roxas City

2.) Career Growth and Development on February 23, 2011, Roxas City

3.) Conquering the World of Entrepreneurship on February 10, 2010, Roxas City

4.) The Time is Right: Should I go into Business with my Family or Friends on February 9, 2010, Roxas City

5.) Entrepreneurship: An Answer on February 9, 2010

6.) Briefing on the Fundamentals of Central and Film Showing in Money Making on September 25, 2009, Iloilo City

7.) Financial Planning and Retirement on September 24, 2009, Iloilo City