**MAY**

[**MAY.342397@2freemail.com**](mailto:MAY.342397@2freemail.com)

**Career Objective**

**Professional**

**Highlights**

**Roles and**

**Responsibilities**

To develop a high professional level in a position that demands the abilities and knowledge in Accounting field. To apply the tools acquired throughout my professional studies and labor experience intended for system improvement and adding value for company’s long term viability.

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* Knowledgeable in Accounting
* Accounts Payable in-charge
* Knowledgeable in SAGE ACCPAC System and EPIC Production System
* Knowledgeable in Microsoft Office (Excel, PowerPoint, Word, Access)
* Basic knowledge in Oracle system and MS Access
* Top Performer and Best Auditor

**Senior Associate - Quality Control Auditor (Arthur J. Gallagher**

**Account - U.S. based Account)**

*Syntel Infotech Inc.*

*McKinley Hill, Taguig City, Manila, Philippines*

*November 2015 - February 2017*

* Analyze insurance billing request from the Branch
* Prepare Invoice for the Insurance Billing Request
* Responsible in reviewing and auditing the request billed by the operation
* Responsible in filtering and catching internal errors to prevent external errors and meet 100% accuracy as customer's requirement
* Consolidate all process updates and cascade it to the operation
* In-charge in weekly error discussion and coaching for billers/processors who committed highest number of errors
* Conduct error discussion with the cross domain (Bangalore Team, India) for the external errors and escalations
* Exposed to LEAN for process improvements
* Responsible in preparing accounts payable voucher, check voucher and check payments.
* In-charge in checking local sales invoice, monitoring overdue accounts and assisting suppliers' inquiries for their collectibles.
* Preparing of Journal Voucher entries to the Journal Vouchers Book and Adjusting Journal Entries.
* In-charge of updating departmental files, QMS/EMS files, accounting files in utility and accounting forms, work instructions, and other accounting documents.
* In-charge in releasing of checks and monitoring outstanding and unreleased checks.
* In-charge in preparation of audit schedules of Accounts payable – trade/others (foreign/local).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Work Experience** |  |  ***Senior Associate - Quality Auditor (Arthur J. Gallagher Account -*** |  |
|  |  | ***U.S. - based Account)*** |  |
|  |  |  |  |
|  |  |  | ***Syntel Infotech, Inc. (India-based)*** |  |
|  |  |  | *November 2015 - February 2017* |  |
|  |  |  |  **Accounting Section Leader** |  |
|  |  |  |  |

**Trainings and**

**Seminars**

**Educational**

**Attainment**

**Personal**

**Background**

***FCC (Philippines) Corp. (Japan - based)***

*June 2012 - November 2015*

* **Secretary and Bookkeeper**
  + *FCC-P Associates Credit Cooperative February - July 2015*
* J-Course Training (Quality Control Education)
  + *FCC (Philippines) Corp.*
* QMS - ISO 9001:2008 & EMS - ISO 14001:2004
  + *FCC (Philippines) Corp.*

**Tertiary**

Degree**:** **Bachelor of Science in Accounting Management**

**Batangas State University**- Malvar, Batangas Philippines

Cum Laude

June 2008 - April 2012

**Secondary**

**Aurora National High School**

Aurora, Naujan, Oriental Mindoro, Philippines

Valedictorian

March 2008

Date of Birth: June 04, 1992

Place of Birth: Aurora, Naujan, Oriental Mindoro, Philippines

Citizenship: Filipino

Race: Asian

Civil Status: Single

Age: 24

Height: 154cm

Weight: 47kg

***I hereby certify that all the above information are true and correct to the best of my knowledge.***