** ROBELLE**

ROBELLE.347199@2freemail.com

**PROFESSIONAL SUMMARY**

* Accounting professional with 6+years of experience in Accounts Receivable, Accounts Payable and General Ledger.
* Managed key responsibilities very well and earned appreciation from senior members of the team.
* Expert in Accounting Systems – i.e. ORACLE R12 and 11i, Oracle Financials, Great Plains Accounting, Great Plains Dynamics.

**WORK HISTORY**

**ACCOUNTING ASSOCIATE 4 (General Ledger)** February 2016 – January 2017

**Toshiba Information Equipment (Philippines) Inc.**

* Identified process issues with reporting method and introduced new procedures for the operations department, improving 100% report quality.
* Responsible for on time payroll interface for approximately 8,000 employees.
* In-charged of reconciliation of balance sheets accounts with supporting documents.
* Responsible for setting prepayment schedule, amortization and expense entries.
* Performed monthly bank reconciliation consisting of 3 currencies with 5 bank accounts.
* Prepared Purchase Request Liquidation (PRS) and checks the accuracy of the entries made.
* Prepared audit confirmation request from suppliers and customers.
* Performed daily General Ledger Interface from PRAS to GAIA in Oracle base system.
* Ensured to prepare, review and post monthly accounting entries to General ledger.
* Compiled general ledger entries on a short schedule with nearly 100% accuracy.
* Managed to meet requirements of month-end, quarter-end and year-end closing cycles.
* Maintained sound record keeping and thorough documentation to facilitate and comply with internal and external audits.
* Supported other Accounting and Finance functions.

**SENIOR ANALYST** August 2014 – February 2016

**(General Ledger, Fixed Asset and Account Receivable)**

**Shared Services Center – Finance and Accounting**

**Toshiba Electronics Asia (Singapore) Pte. Ltd. , Toshiba Singapore Pte. Ltd. and Toshiba Asia Pacific Ltd.**

* Attended client’s queries regarding the accounts handle.
* Designed and created template for bank reconciliation reports for 4 Toshiba Singapore companies.
* Posted receipts for 4 currencies with 2 bank accounts on a daily basis.
* Communicated with AP and AR associates for monitoring of accounts and transactions.
* Facilitated account closing procedures monthly.
* Monitored all active accounts receivable activities and generated weekly reports for management.
* Processed all addition, transfer and retirement of fixed asset.
* Performed various accounts reconciliation and provided adjusting entries.
* Participated in the company’s project for Global Accounting Management for Toshiba Asia companies by providing inputs and analysis.
* Trained more than 10 associates for account transition and initiated a daily work management program for time management.
* Developed and improved the internal control on processes of Accounts Receivable settlement for Toshiba Singapore.
* Provided support to other accounts staff in handling month end close processes.

**ACCOUNTING ASSOCIATE 2 – Accounts Receivable** March 2013 – August 2014

**Toshiba Information Equipment (Philippines) Inc.**

* Posted over 100 receipts to appropriate general ledger accounts.
* Reconciled discrepancies between accounts receivable general ledger and trial balance account.
* Resolved transaction and invoice issues in collaboration with associates and supervisors.
* Prepared and maintained more than 200 customer account reconciliation schedules against General Ledger.
* Prepared Aging Report to be presented to Finance and Accounting Managers.
* Responded to customers, auditors and employees inquiries regarding invoices.
* Interfaced monthly sales and reconciled against other department and Cost Accounting group. Prepared Sales Report for management.

**ACCOUNTS PAYABLE ASSOCIATE 1**  July 2010 to February 2013

**New City Commercial Corporation- LTS Pinnacle Holdings Incorporated**

* Coded and entered at least 100 invoices each day into the in-house accounting software.
* Managed and responded to all correspondence and inquiries from customers and vendors in a timely, friendly and efficient manner.
* Entered financial information and payments to guarantee that employees and vendors were paid accurately and on time.
* Conferred with vendors to resolve discrepancies on invoices and provide payment information when requested.
* Matched invoice with purchase orders and verify payment terms.

**TRAININGS**

**Singapore - On-the-job-trainee**

**Toshiba Singapore Pte. Ltd.** September 2015-October 2015

* Gained actual training for account transition in Singapore from local Finance and Accounting members.
* Prepared and revised Document to Process (DTP) used for accounting transactions in Oracle.
* Trained colleagues with the actual process of Collections using bank tokens and direct receipt application to GAIA Oracle.
* Developed and implemented more efficient accounting procedures particularly in Collections.
* Key member for the successful implementation of Global Netting Settlement to participating Toshiba Corporation’s subsidiaries.

**ACCOUNTING ASSOCIATE**  April 2009 – August 2009

**POWERLINE Business Strategies and Efficiencies Support Services**

* Assisted in Bookkeeping services for different clients.
* Performed other responsibilities like data entry, filing, posting business transactions, verifying financial data and other tasks as assigned.

**ACOUNTING ASSISTANT- OJT**  July 2008 – September 2008

**Laud & Associates Accounting and Auditing Firm**

* Assisted in the preparation of monthly bank reconciliations.
* Posted entries to General Ledger.
* Answered telephone calls and queries from clients.
* Performed filing and photocopying of documents.

**Student Training Assistant (University working scholar)**  April 2006 – October 2007

**Office of the Student Affairs - University of Mindanao**

* Provided administrative support to the student affairs director such as preparing documents and presentations on Microsoft office programs.
* Handled student complaints in a professional manner.
* Helped distribute employee notices and mail around the office.
* Tracked incoming and outgoing files and materials.
* Successfully organized big school events.

**SKILLS AND QUALIFICATIONS**

Financial reporting **l** Account reconciliation **l** General ledger accounting **l** Journal Entry Preparation/Posting **l** Bank Reconciliation **l** Accounts Payable **l** Accounts Receivable **l** General Ledger **l** Process Improvement **l** Diligent and committed **l** Team player with a “can-do” attitude **l** Have the personality to quickly fit into any workplace

**EDUCATION**

**Bachelor of Science in Accountancy,** University of Mindanao October 2009

Other Skill : Driving

Nationality : Filipino

Languages : English, Tagalog