**ANGOSTIA**

**ANGOSTIA.349435@2freemail.com**



**Qualifications:**

***Diploma in Bookkeeping and Accounting***

***1993– 1995***

**National Colleges of Business**

**and Arts**

**Core Strengths:**

* **Accounts Payable and Receivable**
* **Credit and Collections**
* **General Accounting Knowledge**
* **Expertise in Oral & written communication**
* **Excellent Computer skills (MS Office & Internet Application)**
* **Data Compilation & Records Control**
* **Secretarial Administration**

**ACCOUNTS PAYABLE OFFICER/SECRETARY/ADMIN. ASSISTANT**

Confident, creative and highly qualified professional with over 18 years of distinguished performance in various industries like Trading, Manufacturing, Garments, Constructions and Logistics. Broad-based background encompasses exceptional work ethic and commitment to organizational objectives with highly competitive and rapidly changing marketplace. Proactive team player, trustworthy, and with the ability to handle sensitive and confidential matters.

**PROFESSIONAL EXPERIENCE**

**SEAQUEST LOGISTICS INC. , Philippines Oct 2010 – July 2016**

**(Forwarding/Logistics Services)**

**Accounting Supervisor**

**Duties & Responsibilities:**

* Counter check Branch Replenishment summary against OR and summary.
* Prepares summary and schedule payment for the day.
* Receives sub-contractors billing and other payables both for Manila and branch, counter checks details against NAV system.
* Monitors paid and unpaid accounts of shipping lines.
* Prepares monthly summary of expenses and status of unpaid accounts.
* Counter checks and signs Billing Invoices for dispatch.
* Prepares year-end report for truck expenses**.**
* Reconcile transactions such as accounts payable & receivable, cheques, invoices, cheque requisitions andbank statements in a ledger or computer system.

**NORTHWELL CORPORATION, Philippines June 2007 – Sept. 2010**

**(Mechanical/Construction)**

**Accounting Officer**

**Duties & Responsibilities:**

* Handles all accounts payables like rentals, suppliers and sub-contractors
* Handle matters pertaining employee benefits like SSS, Phil health and HDMF.
* In charge in computations of monthly taxes withheld and VAT
* Prepares and monitors monthly sales and expenses.
* Audit & encode the Account Receivable when duly signed by the GM.
* Perform other task as may be assigned form time to time.
* Handle all the transaction regarding purchasing and submit daily the accomplishment report to the General Manager.
* Source and obtain price quotations from catalogues and suppliers and prepare purchase orders.
* Contact suppliers to schedule deliveries and to resolve shortages, missed deliveries and other problems occurred.
* Calculate, prepare & issue related to accounts such as bills, invoices, inventory reports and other financial statements using manual systems.

**SPURWAY ENTERPRISES, Philippines January 2004 – June 2007**

**Seminars/Training Attended:**

* **Career Development**
* **NAV system Application**

**PERSONAL INFORMATION:**

**Civil Status: Single**

**Passport No: EC7262362**

**Nationality: Filipino**

**Religion: Christian**

**Birthday: August 12, 1974**

**Languages Known:**

* **English and Tagalog**

**Visa Status:**

* **On visit visa**
* **Ready to join immediately**

**(Construction/Trading)**

**Accounting Assistant**

**Duties and Responsibilities:**

* Monitors all ongoing projects and records all transactions of every project.
* Records and update collections for projects.
* Checks summary of materials delivered in every projects.
* Prepares weekly/monthly accomplishment and collection reports.
* Prepares statement of accounts for Spurway and its sister company Skytech Engineering and ensures that these are promptly sent and received by concerned clients.
* Checks/verifies time entries and signatures on daily time and labor sheets for laborer and employees
* Finalize the weekly payroll of the laborers, entertains queries and clarification regarding deductions.
* Handle matters pertaining employee benefits like SSS, Philhealth and HDMF.
* Prepares monthly payroll and encode in ATM Payroll account.
* Handle all accounts payables like rentals, sub-contractors, suppliers, utilities.
* In charge in preparing, issuance and releasing of cheques.

**MANSWORK TRADING & CONSTRUCTION, Philippines October 2000 – Jan. 2002**

**(Construction/Trading)**

**Accounting Assistant**

**Duties and Responsibilities:**

* Prepares statement of accounts for Manswork and its sister company Aimelair and ensures that these are promptly sent and received by concerned clients.
* Checks/verifies time entries and signatures on daily time and labor sheets for laborer and employees
* Encode time entries for the weekly payroll and release all payrolls of laborers.
* Monitor closely all Accounts Receivables and prepares Accounts Receivable report both for Manswork and its Sister company Aimelair and ensures that promptly received by concerned clients.
* Follow up through phone and personal visitations all Manswork and Aimelair clients with outstanding accounts.
* Collects payments of Manswork and Aimelair and issue official/provisional receipts, safe keeps and ensures that all provisional receipts are properly accounted for.
* Perform other functions related to my job that may be assigned by the superiors.

**YINGTEX GARMENTS CORPORATION, Philippines August 1997 - Jan. 2000**

**(Manufacturing/Garments)**

**Accounting Staff**

**Duties and Responsibilities:**

* Prepares weekly payroll; daily rate employees
* Handle all accounts payables like rentals, sub-contractors, suppliers, utilities.
* Handle matters pertaining employee benefits like SSS, Philhealth and HDMF.
* In charge in preparing, issuance and releasing of cheques.
* Prepares monthly summary of expenses and status of unpaid accounts.
* Acts as official company representative to SSS, HDMF and Philhealth