**ENA**

E-mail: [ena.353392@2freemail.com](mailto:ena.353392@2freemail.com)

**A result oriented and quality driven professional with 4 years of experience in Accounting Field. Performs well under pressure, dealt effectively with multicultural personnel and faced challenges in Accounting/Finance Department.**

**EDUCATIONAL BACKGROUND:**

**Graduated:** Philippine School of Business Administration   
1029-Aurora Blvd. Cubao, Quezon City

Bachelor of Science in Accountancy

SY: 2013

**WORK EXPERIENCE:**

Ingram Micro, Inc.

Taguig City, Philippines 1634

August 2013-March 2017

**Accountant I (Vendor Reconciliation Specialist)**

**Accounts Payable**

(March2015- March 2017)

• Review requests for payment of invoices

• Ensure the payment request comply with company policy

• Enter invoices into the AP system

• Review issues on regular basis

• Checks and verifying all other payable invoices and makes sure necessary approval before processing for payment.

• Communicate with buyers to resolve Purchase Order issues

• Respond timely to prompt requests from Business.

(Provide invoice copy, invoice status)

• Reviewing and researching vendor chargeback and preparing Vendor reconciliation statements for management review.

(Monthly, Quarterly and Year- end closing)

• Communicating with the vendors (verbally or email) to reconcile vendor accounts.

• Communications will involve past due payments and not posted invoices.

• Prepares payment advice and update payment schedule for the assigned vendors.

**Accounts Receivable**

• Prepares Invoices to Clients as well as follow-up payments

• Reconciliation of clients ledger account.

**Accounting Representative I (Invoice Posting Specialist)** **- Accounts Payable**

(August 2013-March 2015)

• Review requests for payment of invoices

• Ensure the payment request comply with company policy

• Enter invoices into the AP system

• Review issues on regular basis

• Communicate with buyers to resolve Purchase Order issues

• Support Vendor recon specialist and Payment Planner in responding queries related to invoices.

• Respond timely to prompt requests from Business. (Provide invoice copy, invoice status)

• Assist in monthly, quarterly and year- end closing by posting all received invoices.

• Other tasks:

- Communicating with the vendors (verbally or email) to reconcile vendor accounts. Communications will involve past due payments and not posted invoices.

- Prepares payment advice and update payment schedule for the assigned vendors.

**Accounts Payable/Expense – Summer Job** (May – June 2011) (April – June 2012)

Ingram Micro Philippines BPO LLC.

12 & 14th Floor, Three World Square, Upper Mckinley Road, McKinley Hill, Bonifacio Global City, Taguig City, Metro Manila

Duties and Responsibilities

- Invoice Expense by SAP

- Verification of Expenses by Managers and CEO

**Accounting Staff Assistant – On-the-Job Trainee** (November 2012– March 2013)

JARAM HAULING SERVICE

515 Pound Street, San Mateo, Rizal, Philippines

**Q&A Assistant - Summer Job** (May – June 2010)

Ingram Micro Philippines BPO LLC.

12 & 14th Floor, Three World Square, Upper Mckinley Road, McKinley Hill, Bonifacio Global City, Taguig City, Metro Manila

***SKILLS AND CAPABILITIES :***

* Computer Literate: knowledgeable in Microsoft Office (Word, Excel, PowerPoint)
* Knowledgeable in Accounting software- SAP System
* Flexible, hardworking & dedicated to work.

**PERSONAL INFORMATION:**

Citizenship: Filipino

Civil Status: Single

Date of Birth: July 3, 1991

Age: 25 years old

Religion: Roman Catholic Christian