May May.360068@2freemail.com

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Career** |  | To develop a high professional level in a position that demands the |  |  |
|  | **Objective** |  |  |  |
|  |  | abilities and knowledge in Accounting field. To apply the tools acquired |  |  |
|  |  | throughout my professional studies and labor experience intended for |  |  |
|  | **Professional** | system improvement and adding value for company’s long term viability. |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Highlights** |  | 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 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | **WORK EXPERIENCE** |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  | **Senior Associate - Quality Analyst (Invoicing, F&A Process, Accounts** |  |  |
|  |  | **Receivables - U.S. based account)** |  |  |  |  |  |  |
|  |  |  |  | ***Syntel Infotech Inc.*** |  |  |  |  |  |
|  |  |  |  | *McKinley Hill, Taguig City, Manila, Philippines* |  |  |  |
|  |  |  |  | *November 2015 - February 2017* |  |  |  |  |  |
|  | **Roles and** |  | Analyze insurance billing request from the Branch |  |  |  |  |
|  | **Responsibilities** |  | 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 |  |  |  |  |  |
|  |  |  Sub-in-charge in Team Captain for day-to-day assigned task | and |  |  |
|  |  |  |  |
|  |  |  | conduct Huddle or assembly |  |  |  |  |  |  |

 Conduct error analysis and prepare counter measure as preventive action to minimize number of errors

 Exposed to LEAN process improvements



**Roles and**

**Responsibilities**

**Accounting Section Leader - Accounts Payable**

***FCC (Philippines) Corp.***

*106 North Science Ave., Biɦan Laguna, Philippines*

*June 2012 - November 2015*

* Mainly in-charge 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.
* Prepare Journal Voucher entries to the Journal Vouchers Book and Adjusting Journal Entries.
* Prepares pertinent monthly journal entries to record expenses according to date incurred/received.
* In-charge in 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).
* Responsible in recording and monitoring of accruals and liquidation
* Monitors BSP Foreign Exchange Rate
* Prepare government reports such as Monthly & Quarterly VAT (Value-Added Tax) to be submitted to Bureau of Internal Revenue
* Prepare Philippine Economic Zone Authority Monthly Report for the compliance as PEZA zone manufacturing company
* Monitors and prepares documents for Fixed Asset Disposal and scrap materials with value
* Performs all other related functions assigned and directed by Accounting Supervisor & Manager, Assistant Vise President and President/General Manager

**Roles and**

**Responsibilities**

**Secretary and Bookkeeper**

***FCC-P Associates Credit Cooperative***

*February - July 2015*

* Assigned as Secretary in-charge in preparing minutes of the meeting, informing Board of Directors for scheduled meeting, seminars and trainings.
* Prepare all legal documents for establishing credit cooperative
* In-charge in recording and monitoring shares and monthly contribution of the members including their loan and interest
* Prepare all data needed for Tax Exemption Certificate
* In-charge in computing member's loan and releasing check

 J-Course Training (Quality Control Education)

**Trainings and** *- FCC (Philippines) Corp.*

**Seminars**

* QMS - ISO 9001:2008 & EMS - ISO 14001:2004

*- FCC (Philippines) Corp.*



**Educational** **Tertiary**

**Attainment**

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

**Personal**

**Background**



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.***