

 Raymon

[Raymon.360882@2freemail.com](mailto:Raymon.360882@2freemail.com)

Objectives:

* *To suit for a vacant job position that fit to my qualification.*
* *To be associated with a company that will provide opportunities for my career development as well as to gain knowledge and skills.*

**EDUCATIONAL ATTAINMENT**

***Bachelor of Science in Business Administration major in Management Accounting***

SAINT FERDINAND COLLEGE- Ilagan City, Isabela, Philippines

SY 2010-2013

**WORK EXPERIENCE**

**Transaction Processing Associate-Accounts Payable Analyst** February 2014 – February 2017

Operation Department-Procure to Pay

Invoice processor for specific Shipping Services /Logistic Company

ACCENTURE INC.-Business Process Outsourcing **(BPO)**

Quezon City, Philippines

* Processing of invoices such as forwarding, general, ocean, trucking, intercompany, fixed asset, non-Cargo Account Settlement Systems (CASS) and CASS-International Air Transport Association (IATA) from the vendors/client using System Application Process (SAP) and Document Flow Manager (DFM) as our main tools. Answering client’s query and request through outlook and shared mailbox. Doing admin tasks like distribution of Unique Reference Number (URN) or Job Distribution per employees, call presentation, editing, file reconciliation of CASS commission file numbers, batch reconciliation and updating our Operation Excellence (OE) tool.

***ON-THE-JOB TRAINING /* Trainee / Apprentice** December 2012 – January 2014

**Development Bank of the Philippines**

City of Ilagan, Isabela, Philippines

* Duties includes inventory of Titles, sorting of bills, checks and advice check. Encoding of files require as support to the office setting and sorting of clients files and data to be used once requested.

**SKILLS**

* Computer Literate
* Adaptable and flexible to system applications.
* Reliable, and Responsible Goal-Oriented
* Multi-tasking and work with Minimum supervision
* Maintaining Emotional control under stress
* Maintaining and Organizing of files
* Determined, Optimistic, Self-motivated and Trustworthy

**ONLINE TRAINING ATTENDED AT ACCENTURE**

* **Operation Excellence**
* **Basic Analytic**
* **Cultural Connection**
* **Ethic and compliance trainings**
* **Seminar on** *“Effective Client Servicing”*

**Arranz Hall, Saint Ferdinand College**

**September 26, 2012**

* **Seminar on 2010 ANNUAL REGIONAL BMAP CONVENTION with the theme:** *“Breaking the Boundaries of the Business Management in the Responsible to the Call on Mother Nature”.*

**Saint Paul University of the Philippines**

**Tuguegarao City, Cagayan**

**January 30, 2010**

**PERSONAL BACKGROUND**

Age : 26

Date of Birth : December 31, 1990

Place of Birth : CamunatanIlagan, Isabela, Philippines

Province : Ilagan, Isabela

Civil Status : Single

Citizenship : Filipino

Height : 5’4

Weight : 61 Kilograms

Religion : Roman Catholic

Parents : Rodrigo Gesulga

RosamindaGesulga