Sonia.371980@2freemail.com

Sonia

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| Objective |  | **To seek position that will utilize my knowledge and offer opportunity for professional growth and development** |
| Work History |  | ACCOUNTS EXECUTIVE DEcember 2014 to july 2017Y. K. TOH MARKETING (S) PTE LTD**Singapore, Singapore*** Handles full spectrum of Accounts Payable duties
* Monitor & Verify Supplier’s Invoice against Delivery Order and record to SAP System
* Prepares GST and ensure timely Quarterly GST returns
* Records all Payment to SAP System
* Cash Balance Monitoring and perform Monthly Bank Reconciliation
* Preparation of Monthly Accounts Payable Report
* Other Ad hoc duties as assigned by the Management

general accountant july 2011 to november 2014ZERMATT TECHNOLOGY PTE LTD**Singapore, Singapore*** Performs full sets of Accounts
* Prepares PO, Delivery Order and Sales Invoice
* Prepares Management Accounts of the company with close coordination with External Auditor
* Update accounts using MYOB accounting software
* Cash Balance Monitoring and perform Monthly Bank Reconciliation
* Performs all administrative works as an Administrative Officer also of the company
* Reports Directly to the Directors

ACCOUNTING SUPERVISOR december 2008 to april 2011X TRADE PAPER & PACKAGING CO., INC**Quezon City, Philippines*** Monitors Schedule of Payables
* Monitors the company’s disbursement and funding requirements for six (6) bank account
* Coordinate directly with the bank regarding cheque issuance confirmation and other bank related transactions
* Counterchecks payroll computations prepared by the payroll custodian
* Performs pre and post audit functions for the company
* Coordinates with all Government Agencies for all business related transactions
* Oversees Accounts Receivable & Accounts Payable department
* Computes Monthly Value Added Tax and Income Tax Payables
* Monitors and ensures timely liquidation of advances made by the employees
* Ensures correctness of vouchers and checks prepared
* Ensures accurate government payments and benefit remittances
* Reports directly to the President
* Prepares Financial Statements of the company with close coordination with External Auditor

CREDIT & COLLECTION HEAD september 2007 to november 2008BOUNTY FRESH FOOD, INC.**Caloocan City, Philippines*** Oversees Credit & Collection Department for Live Stock on Layer, Broiler and Swine Product
* Reports Directly to the President of different Live Stock Department
* Pre-Approval of Sales/Delivery before final approval of the President
* Ensures correctness of Monthly Sales Report, Monthly Aging of Accounts Receivables and Monthly Collection Reports before submission to the President, Accounting & Treasury Department
* Visits Customers with Delinquent Accounts to personally discuss and collect their payables as well
* Coordinates directly to Farm Managers or In-house Veterinarians of different Farms/Hatcheries on related transaction for sales/delivery.
* Counterchecks Petty cash replenishment of Different Farms/Hatcheries
* Coordinates directly to the Treasury department with regards to un-identified deposits
* Coordinates with the Sales Team and Customers for collection related transaction
* Attends Company’s Annual Planning & Management Committee Meeting
* Attends hearings of Delinquent Accounts already endorsed to legal with the company Lawyer

FINANCE OFFICER MAY 2005 TO MAY 2007PLARIDEL PRODUCTS & SERVICES, INC. **Quezon City, Philippines** * Prepares Schedule of Payables
* Monitors and allocates the company’s year to date Budget Balance for final approval by the President
* Monitors the company’s disbursement and funding requirements for three (3) bank account
* Oversees Accounts Receivable department
* Counterchecks payroll computations prepared by the payroll custodian
* Monitors and ensures timely liquidation of advances made by the employees
* Ensures correctness of vouchers and checks prepared by the accounting staff before submission to the signatories
* Ensures accurate government benefits remittances such as SSS, Philhealth & Pag-ibig
* Ensures accurate remittances of taxes to the BIR
* Reports directly to the President
* Performs pre and post audit functions for the company
* Ensures accurate recording of adjusting and journal entries
* Handles application of annual Mayor’s Permit and coordinates with BIR examiner during audit
* Prepares Operational Expense Reports, Capital Expenditures, Cost of Goods **Sold** Report, Research and Development Report and Monthly Disbursement Report for submission to the President
* Personally monitors the President’s representation expenses (Credit cards, travel expenses and liquidation of advances)
* Prepares Financial Statements of the company with close coordination with External Auditor

ACCOUNTING ASSISTANT/COMPLIANCE OFFICER March 2003 to September 2004INTEGRATED DATA SERVICES (PHILS) INC.**Quezon City, Philippines*** Handles Credit & Collection functions
* Follows-up Collection
* Reports directly to the President and attends and assists on personal matter pertaining to his account
* Handles the Payroll Preparation of Louis Vuitton Makati Phils. Branch
* Prepares Sales Orders, Purchase Orders and Proforma Invoices using Peachtree Accounting System
* Assists in the preparation of Financial Statements
* Personally process and register new business in Securities and Exchange Commission and Bureau of Internal Revenue

ACCOUNTING STAFF July 2001 to April 2003ONP INTERNATIONAL, INC.Makati City, Philippines* Assists in the preparation of Financial Statements
* Updates Customer Ledger
* Follows-up Collection
* Prepares Sales Orders, Purchase Orders and Sales Invoices using Peachtree Accounting System

CREDIT & COLLECTION STAFF April 2000 to June 2001ATLANTA LAND CORPORATION**Greenhills San Juan, Philippines*** Prepares Monthly Statements of Accounts
* Prepares Daily, Weekly & Monthly Collection Report
* Updates Buyer’s Ledger, Monthly Accounts Receivables & Monthly Forecast
* Follows-up collection
* Receives payment and issues Provisional/Official Receipt
* Personally collects/picks up payment if the buyers wish to or if there’s no available messenger to do the collection

SALES COORDINATOR April 1997 to March 2000ATLANTA LAND CORPORATION**Greenhills San Juan, Philippines*** Prepares Monthly Sales Report
* Coordinates and Reports sales to Head Office
* Prepares Reservation Application, Contract to Sell, Deed of Sale, Addendum and other documents with regards to sale of lots
* Assist buyers and agents for the computation of payment scheme from reservation application to monthly amortization
* Personally visits buyers with problematic account and coordinate/report it to Head office
* Petty cash custodian
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| Skills & abilities |   | COMPUTER literacy – Windows Based applications, mac IOSKNOWLEDGE IN USING ACCOUNTING SYSTEM* **SAP**
* **MYOB**
* **QUICKBOOKS**
* **PEACHTREE**

Microsoft Excel Proficiency Knowledge in PIVOTCapable of prioritizing and handling responsibilities & duties with minimum supervisionCapable of working individually or as a team |
| Education |  | Araullo University June 1993 – March 1997Bachelor of Science Major in AccountancyCabanatuan City, Nueva EcijaST. ROSE OF LIMA CATHOLIC SCHOOL June 1989 – MaRCH 1993STA. ROSA, NUEVA ECIJASAN GREGORIO ELEMENTARY SCHOOL June 1984 – MarCH 1989STA. ROSA, NUEVA ECIJA |
| SEMINARS ATTENDED |  | Taxation Seminar October 6, 1995YOUTH DEVELOPMENT WORKSHOP JULY 28, 1996Seminar Workshop on Auditing Problems“Mobilizing Accountancy Students Toward Oneness, Competence and Progress” January 25, 1997 PRE-EMPLOYMENT SEMINAR WORKSHOP March 17, 1997TAXATION SEMINAR March 17, 1997BUSINESS LAW SEMINAR MARCH 17, 1997VALUES ORIENTATION SEMINAR April 14, 1997   |
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