[Sonia.371980@2freemail.com](mailto: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 |
| Skills & abilities |  | COMPUTER literacy – Windows Based applications, mac IOS KNOWLEDGE IN USING ACCOUNTING SYSTEM   * **SAP** * **MYOB** * **QUICKBOOKS** * **PEACHTREE**   Microsoft Excel Proficiency Knowledge in PIVOT  Capable of prioritizing and handling responsibilities & duties with minimum supervision  Capable of working individually or as a team |
| Education |  | Araullo University June 1993 – March 1997Bachelor of Science Major in Accountancy Cabanatuan City, Nueva Ecija ST. 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, 1995 YOUTH DEVELOPMENT WORKSHOP JULY 28, 1996  Seminar Workshop on Auditing Problems “Mobilizing Accountancy Students TowardOneness, Competence and Progress” January 25, 1997PRE-EMPLOYMENT SEMINAR WORKSHOP March 17, 1997TAXATION SEMINAR March 17, 1997 BUSINESS LAW SEMINAR MARCH 17, 1997 VALUES ORIENTATION SEMINAR April 14, 1997 |
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