Human Resource Department

United Arab of Emirates

To Whom It May Concern:

I am very much interested to apply in your good office which I believe is suitable for my course and related experiences.

I am Sheila a Filipino citizen, 24 years of age and I’ve been working as **Accounting Administrator/** Accounts Payable Specialist and Cashier for a total of **7 years.** In my previous position, I maintained an exceedingly functional accounting environment while managing all accounts payable duties for a leading company in Philippines (*Philippine Spring Water Resources Inc*).As a highly competent **Accounts Payable Specialist**, I brought **energetic, self- motivated, and enthusiastic attitude** to this role.I have a knack for problem solving and worked well independently and with little oversight. I responded to requests from colleagues and vendors in a timely manner.

This experience has molded me to be a competitive individual. My varied professional experiences have enhanced me to be an innovative, dedicated and open minded. I am a person who approach to all challenges positively, and my **strong communication skills** demonstrated verbally **through dealing vendors** queries. My innovation, creative and problem solving capabilities result in effective, efficient outcomes which have earned respect from boss, colleagues and peers.

I am a self- starter and excel at vendor management, invoice coding, and report tracking. I am also deeply familiar with **SAP (Software Applications and Products) System**, Excel and several accounting software program. I am much familiar too with **Three-way Match Process** which makes me keen in invoicing which includes quantity and what has been ordered and delivered.

During my college years, I maintained my scholarship at the same time worked as Service Crew cum Cashier in one of the leading fast food in the Philippines for about 4 years. I set and managed my time efficiently as a working and full time student with no failing grades**. I am passionate and driven enough to let myself be self-efficient and competitive individual.** I am resourceful and conscious to be adequate in any possible circumstance happen, I can see things ahead that would not require others attention to be fixed. I can deal and work with different multi-cultural people, I am also focused and well discipline on any tasks given assuring it will be done on expected date and need. I am a person who is really willing to be trained and too enthusiastic.

Beyond that which is already mentioned in my attached curriculum vitae, I am someone who knows how to set goals and achieve them, and have proven track record of being able to conceive, execute strategies and produce quality work. I feel certain that my strong skills and ability to meet deadlines and commitments are valuable asset to a company like yours.

I want to be a vital part of a reputable organization such as yours where I can more practice and enhance my skills. I wish that you give me a chance to talk with you because I believe that I am self-motivated, resourceful and enthusiastic, enjoy working in a busy and demanding environment and **I have excellent communication in English with good command**. I firmly believe I can be a good asset in your institution.

Respectfully yours,

**SHEILA**

[**SHEILA.372648@2freemail.com**](mailto:SHEILA.372648@2freemail.com)

*Applicant*

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**Sheila**

**Accounting Administrator/ Accounts Payable Specialist/ Accountant**

**CAREER OBJECTIVE:**

To obtain a challenging position where I can contribute satisfactory work in accordance of the company’s vision and mission, utilize acquired experiences, assure quality service and promote excellence in all area.

# SUMMARY OF PROFESSIONAL EXPERIENCES AND QUALIFICATIONS

* **7 years of overall** experience in **Accounting Field**
* Used **SAP (Systems Applications and Products)** System for plant operation and transactions
* Skills in working with PC applications (MS Word, MS Excel, MS Power Point, Open Office)
* Good typing speed
* Strong verbal and written **English** communication skills
* Excellent interpersonal and public relations skills
* Ability to meet deadlines and commitments
* Ability to share tasks and responsibilities with team members
* Ability to manage conflict and take responsibility
* Ability to solve problems and make effective decisions
* Ability to determine priorities and work under pressure
* Capacity to develop additional skills as required

# W O R K I N G E X P E R I E N C E S

**Accounting Administrator/ Accounts Payable**

Mandaue City Cebu, Philippines

**(May 2014 – July 2017)**

**Philippine Spring Water Resources Inc** is a manufacturer and distributor of Nature’s Spring bottled drinking water products for both local and international markets. Company vision is to build a strong Brand Equity, with emphasis on consistently providing the Best Quality products with the Highest Standards of Safety and Purity at very Competitive Pricing. To be able to understand the consumers’ needs and extend Service that is Efficient and Flexible, thereby acquiring a dominant status in the market. To be on the forefront of Technology Acquisition and Manpower Development to keep up with market change.

* Well- trained of SAP system
* Process 3 way P.O. matching invoices
* Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
* Trains newly hired employees for the procurement to pay overview which includes SAP system expense recognition
* Processed cash and cheque transactions for expenses incurred
* Review all invoices for appropriate documentation and approval prior to payment
* Sort and distribute incoming mail
* Prioritize invoices according to cash discount potential and payment terms
* Process check requests and credit card bills
* Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
* Respond to all vendor inquiries
* Reconcile vendor statements, research and correct discrepancies
* Assist in month end closing
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
* Pays employees by receiving and verifying expense reports and requests for advances; preparing checks
* Maintains accounting ledgers by verifying and posting account transactions
* Verifies vendor accounts by reconciling monthly statements and related transactions
* Disburses petty cash by recording entry; verifying documentation
* Reports sales taxes by calculating requirements on paid invoices
* Protects organization's value by keeping information confidential
* Updates job knowledge by participating in educational opportunities
* Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts payables’ data

#### Service Crew cum Cashier

Jollibee

(June 2010 - Feb 2013)

* Provide courteous and efficient food and beverage services to the customers
* Take order, present menu, suggest and recommend appropriately
* Attend and respond to guests’ needs promptly and professionally
* Handle cash, credit cards and direct billing requests properly
* Perform general cleaning duties, including sweeping, mopping, cleaning glasses, furniture & fittings, laying of tables and up-keeping of dining
* Attend to customer’s needs and requests in a pleasant manner
* Memorized company's product offerings for the quarter by communicating product benefits and providing excellent service
* Ensured customers were satisfied with every part of the flooring experience, from initial greetings through order completion
* Enjoy the work environment and maintain the store presentation

# P E R S O N A L B A C K G R O U N D

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| --- | --- | --- | --- |
| **Birth Date** | July 28, 1993 | **Visa Status** | Tourist |
| **Birth Place** | Cebu City Philippines | **Marital Status** | Single |
| **Gender** | Female | **Nationality** | Filipino |

**E D U C A T I O N A L B A C K G R O U N D**

## College Graduate (4 years)

**Bachelor of Science in Accounting Technology**

### Cebu Institute of Technology - Univer s i t y Cebu C i t y, P h i l i p p i n e s

June 2010 – March 2014