**Sheena**

**Accounting Assistant**

Email: sheena.374170@2freemail.com

To contribute enthusiasm, dedication, responsibility, and good work ethic towards the attainment of the company's goal, combined with a desire to utilize my skills obtained.

Willing to relocate: Anywhere

WORK EXPERIENCE

**Accounting Assistant**

Asticom Technology Inc - February 2016 to April 2016

* Processing of payment for monthly rentals and disbursement
* Preparing and updating of Vendor Maintenance to SAP for approval

**Accounting Assistant**

Top Draw Animation, Inc - December 2014 to June 2015

* Checking and validating supplier's sales invoice for payment
* Prepares account payable vouchers and check vouchers
* Sales and Receivables (SOA)

Internal Revenue Remittances

* 1601-E (Expanded Withholding Tax)
* 2550-M and 2550-Q (VAT)

**Credit and Collection Officer**

Lica Group / Lica Auto Nation - June 2014 to September 2014

**Accounting Staff**

Mobler Contract Group Inc. (Formerly Jambcraft Inc.) - January 2012 to July 2013

* Timekeeping.
* Computes payroll, separation pay, benefits and loans of employees.
* Handle Account Receivables.
* Monitors aging and overdue accounts.

**Finance Audit Staff**

Masbate Electric Cooperative - September 2010 to August 2011

EDUCATION

**Computer Management and Accounting**

Ateneo de Naga University

G. Bangalisan National High School