

SIMON F. ENOFRE

Accounting Professional

PROFESSIONAL EXPERIENCE

ACCOUNTING ASSOCIATE: D&V PHILIPPINES OUTSOURCING INC, APR 2015 – JAN 2017

- Actively participates in people development activities (i.e. providing performance reviews and feedbacks, counselor-counselee initiatives)
- Part of the Philippine Accounting Team of one of the major semiconductor company in Germany that supplies products and services to the industrial market
- Responsible for full cycle accounts payable duties and processing/vouchering up to 30 invoices on a daily basis.
- Receiving invoices, coding invoices and sending invoices to corporate accounting department
- Organizing and ensuring that invoices are assembled and filed accurately.
- Process general ledger items
- Checking and marking up expense forms and invoices for processing
- Review of invoices and checking of requests
- Matching invoices and setting up the same for payments
- Preparing accounts payable checks and processing the same through net transfers
- Reconciliation of the payments and monitor accounts to ensure payments are made up to date and to immediately resolve any discrepancies
- Bank Reconciliation
- Supported month-end closing duties assigned by supervisor along with journal entries for various accounts
- Preparing sales report
- Coaching the junior staffs
- Discussing and resolving all accounting and tax issues raised with the client managers and partners
- Ensuring completeness of all files during accounting process
- Preparation of Standard Operating Procedure (SOP) to ensure smooth transition of daily and routinary tasks
- Maintenance of bank accounts, bank clearing and journal entries
- Book keeping

AUDIT INTERN: Mariano and Chunpeng Associates, March 2013

- Assisted the seniors and up in the audit planning (e.g. administrative matters)
- Prepared confirmation letters and scheduled fixed asset verification and inventory counts
- Assisted the seniors and up in drafting the audit report and reviewing the financial statements and tax computation submitted by the client
- Maintain files, including filing of general ledger, journal vouchers account payable documentation, and other miscellaneous filings
- Balancing accounts
- Compile and sort invoices and checks

SKILLS AND KEY COMPETENCIES

- Good written and verbal presentation skills to effectively present to peers and management
- Provides meaningful insights on clients' consultations regarding some of its business decisions, particularly the effects on the financials
- Able to work under pressure, manage tight deadlines on multiple engagements simultaneously
- Familiar with technical issues and alternatives, good researching skills for guidance including compilation of research materials
- Team-player with excellent interpersonal, communication and influencing skills
- Proficient in Datev and Xero accounting software
- Knowledgeable in SAP and MYOB



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EDUCATION

Far Eastern University

Sampaloc, Manila Philippines
BS in Accountancy, 2013
Partial Merit-Scholar
(SY 2009-2010, 2nd Sem and SY 2010-2011, 2nd Sem)

Andres Soriano Jr. Memorial School

Aroroy, Masbate, Philippines
Top Performer – Mathematics

CHARACTER REFERENCES

Angelica Muceros

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