

**REY AN SANDIQUE PARAÑA**

0486 Unit III Baybay Sapa Mayamot Antipolo City

**Mobile #:** 0935-737-8698

**Email Address**: annesandique07@gmail.com

**OBJECTIVE**

To obtain a staff accountant position in which my current analytical and technical skills and my experience in accounting can be fully utilized and expanded.

**Personal Background**

Nick Name: Anne

Gender: Female

Age: 26 yrs. old

Date of Birth: May 31, 1995

Place of Birth: Fabella Hospital, Sta. Cruz, Manila

Civil Status: Married

Citizenship: Filipino

Height: 4’11

**EDUCATIONAL BACKGROUND**

Primary Level: Mayamot Elementary School – S.Y. 2006 - 2007

Secondary Level: Mayamot National High School – S.Y. 2011 – 2012

Tertiary Level: University of Manila – S.Y. 2015 – 2016

**BSBA MAJOR IN FINANCIAL MANAGEMENT**

**PROFESSIONAL EXPERIENCES**

**ON-THE JOB-TRAINEE (MAY 2015)**

***PHILIPPINE STOCK EXCHANGE - TREASURY DEPARTMENT***

**-**Processing of 2307

**-**Sorting and Compiling Treasury Documents

**STUDENT AIDE (SEPTEMBER 2015 - JANUARY 2016)**

***THE UNIVERSITY OF MANILA - ADMISSIONS OFFICE***

**-**Human Resource Assistant (Assisting and guiding Students with courses/

Curriculum concerns)

**-**Enrollment Personnel

**OFFICE STAFF (FEBRUARY 1, 2016-JULY 30, 2016)**

***THE UNIVERSITY OF MANILA - ADMISSIONS OFFICE***

**-**Monitoring of Student Profile/Information

**-**Monitoring and Checking of documents (TOR, CTC, Grade Curriculum and other documents pertaining to student profile)

**-**Monitoring of Receivables (Monitoring of Payments)

**-**Enrollment Personnel and seminar personnel

**ACCOUNTING STAFF (OCTOBER 6, 2016- DECEMBER 22, 2017)**

***GIFTING SOLUTIONS SPECIALISTS PHILS INC - ACCOUNTING DEPARTMENT***

**-** Work as Collection Personnel

**-** Maintains the Accounts Receivable & Accounts Payable Records using GL System

**-** Validate/Check Monthly Inventories

**-** Calculate and post receipts to appropriate Accounting Ledger

**-** Verify transaction details of funds received and determine account balances

**-** Monitoring of customer’s payment schedules (Status of Payment & contacting customers with

Unpaid billings/invoices)

**ACCOUNTING STAFF (JANUARY 8, 2018- MAY 05, 2018)**

***ONE SOURCE FACILITY SERVICES CORPORATION - ACCOUNTING DEPARTMENT***

**-** Billing and accounting assistant

**-** Work as Collection Personnel

**-** Calculate and post receipts to Peach Tree System

**TREASURY ASSISTANT (MAY 15, 2018 – MAY 23, 2022)**

***WHEY KING INC. – FINANCE DEPARTMENT***

- Maintaining financial soundness of the company by tracking their income and expenditures

- Reporting cash position on a daily basis including third party receivables and e-commerce platform.

**-** Check, inspect and verify daily transactions particularly cash received from branch sales.

- Investigating and resolving discrepancies with cash transactions and auditing branch staffs.

- Responding to customer complaints and addressing transaction related issues

- Preparing monthly banking activity reports / maintaining financial records,cash logs and spreadsheets

- Monitoring and collating the weekly and monthly budget for branches and head office.

- Providing accounting department with monthly bank statement for reconciliation purposes

- Recording daily disbursement of head office and monthly disbursement of branches.

- Monitoring accounts payable (check preparation and wire transactions)

- Monitoring International Supplier’s info particularly their bank details

- Monitoring monthly check vouchers/voucher payable

- Encoding all petty cash transactions (branches, Head office, Warehouse)

- Act as custodian of Head Office’s petty cash

- Member of monthly inventory count team

***WHEY KING INC. – ADMIN DEPARTMENT***

- Preparing and monitoring BIR 2307 for branch’s lessors.

- Responsible to monitor all branches contracts and their payment options

- Coordinating terminal issues with terminal providers

- Liable for BIR POS terminal cancellation and application

- Monitoring new opened branch’s permits/BIR requirements

- Liable in updating BIR 2303 and business permits once branch move in to another location

- Monitoring Sales invoice and Collection receipts for Sales Journal recording

- Complying to branches needs such as SI/CR, Sales Journal and coordinating branch’s internet/terminal error or inconveniences.

- FDA and BIR compliance officer.

- Preparing yearly General Information Sheet (2 year)

- Assigned to schedule AFS/GIS receiving of SEC and BIR

***HAMILTON FINANCING CORPORATION – SENIOR ACCOUNTING ASSOCIATE***

***(MAY 27-JULY 6, 2022)***

* Preparing all request for payment and processing payable of all transactions to suppliers.
* Petty cash checking (attachments), liquidation and disbursement recording of all transaction.
* Preparation of Purchase Monitoring Report for submission of BIR 2550M.
* Preparation of all monthly withholding taxes report.
* Monthly Monitoring of Sites' utilities for payment.

***LEAD LOGISTICS INNOVATIONS INC – FINANCE SPECIALIST***

***(JULY 7, 2022 - PRESENT)***

* Updating check on hand for cash position
* Assisting suppliers inquiries
* Checking/validating of billings ( Truckers & Freight forwarders) and check preparation
* Advise suppliers for check pick up
* Validating and JV preparation for Cash Advance liquidation
* Auditing & checking truck fund and petty cash
* Verifying transportation rates for every freight forwarders and truckers transactions

**CHARACTER REFERENCES**

**JENNYLYN CRUZ**

*Executive Assistant – WHEYKING INC.*

09185121344

**PRINCESS NIÑA PENEIRA**

*Junior Accountant – FORMER WHEYKING INC.*

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