

KIMBERLY AMURAO

FREELANCER - ADMIN AND
FINANCE PROFESSIONAL



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PROFILE

Detail-oriented accounting professional with a degree from Saint John Colleges and experience at Emapta Global, specializing in accounts payable. Skilled in verifying invoices, managing petty cash, and ensuring accurate financial documentation. Proven ability to communicate effectively across departments, streamline processes, and maintain adherence to GAAP principles, with strong proficiency in Microsoft Excel.

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTANCY

St. John Colleges

2014-2018

SKILLS

- 2 years Google Suite Administrator
- 2 years Microsoft Office 365 Admin
- 2 years Finance tools Owner and Admin
- 1 year JAMF Administrator
- 2 years Credit card expense Management
- 4 years Bookkeeping
- 4 years Accounts Payable
- 4 years Accounts Receivable
- 2 years Calendar Management
- 2 years Payroll Processing
- 4 years Invoice Processing
- 2 years Cash Flow Management
- Proven Integrity and Confidentiality
- 5 years Slack, Skype and Zoom
- 2 years Project Management Tools
- 2 years Contract Creation
- 5 years Customer Interaction
- 5 years Account Reconciliation

EXPERIENCE



FREELANCER - ADMINISTRATIVE AND FINANCE SUPPORT

Private Company - Amsterdam, Netherlands

July 2024 - Present

- Managed daily administrative tasks for smooth operations.
- Processed invoices, credit card expenses, and claims using various financial tools.
- Prepared and filed sales invoices in Productive, ensuring accurate vendor documentation.
- Served as the primary contact for financial inquiries related to invoices and subscriptions.
- Maintained updated project and budget management systems.
- Communicated with clients regarding payment issues and issued timely reminders.
- Conducted weekly reviews of outstanding balances for prompt resolution.
- Collaborated with team members to address billing and invoice discrepancies.
- Assisted in setting up projects and budgets in Productive for accurate monitoring.
- Drafted and reviewed client contracts using DocuSign, ensuring alignment with budgets and terms.
- Tracked payroll changes (promotions, leaves, terminations) for accurate processing.
- Managed access to Microsoft, Google, and password management systems for secure operations.



ADMINISTRATIVE ASSISTANT

EMAPTA PHILIPPINES INC. - MAKATI, PHILIPPINES

Aug 2023 - June 2024

- Reconciled credit card expenses and prepared monthly summary reports for client review.
- Generated and sent timely invoices, ensuring accuracy and compliance using financial tools.
- Followed up on outstanding payments to maintain healthy cash flow and client relationships.
- Acted as the primary contact for administrative, HR, and finance-related inquiries.
- Responded to both internal and external requests with professionalism and efficiency.
- Monitored project budgets and reports, offering insights for decision-making and preparing contracts for clients and suppliers.



ADMIN AND ACCOUNTS PAYABLE STAFF

Polyfame Industries Inc. - Calamba, Laguna, Philippines

Feb 2021 - Aug 2023

- Prepare payments and control expenses on a day-to-day activities.
- Validation of supplier documents ensuring 3-way PO matching is correctly done.
- Responsible for scheduling supplier payment, communicating discrepancies and documentation, as well as the approval.
- Petty Cash Fund Management.
- Prepares payment and monthly, quarterly and annual BIR compliance report.
- Statement of Account creation for customers.
- Submits quarter and annual compliance report to BIR through EFPS.
- Monitoring of employee attendance (leave, absences and overtime).
- Payroll Processing, cheque manual encashment and manual payment to employees.
- Accounts Payable and Receivable Management (end to end process).
- Responsible for generating and maintaining monthly reports of expenses and collections.
- Conducts weekly audit of supplies, petty cash and vouchers issued.



ACCOUNTING CLERK

Groundscape Management Inc. - Laguna, Philippines

Oct 2020 - Feb 2021

- Handles and processes all check vouchers and cash vouchers transactions.
- Reconciles the replenishment of revolving fund.
- Data Entry in Quickbooks and ensures the accuracy of records.
- Assists in preparation of month-end reports.
- 2nd level checker of payroll records and entries.
- Assists in monthly Budget and Variance Report Analysis.



ADMINISTRATION SUPPORT

AOBS - Advanced Outsourcing Business and Services inc. - Mead Johnson - Makati Philippines

Mar 2019 - Feb 2020

- Provides day to day balances of accounts-in-charge.
- Processing and endorsing of orders.
- Provides floater analysis reconciliation every day.
- Identifies and allocates all payments and ensures that all cash is posted within required time frame. Supports to month-end AR reports.