

Sheela Mae Antoy

Navotas

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0919 060 4981

A Management Accounting graduate, an Accounting Associate with a broad range of experience in accounts payable, and with intermediate level of proficiency in Spanish. Seeking entry level employment in a strong environment that will allow for professional improvement.

#readytowork

Willing to relocate: Anywhere

Work Experience

ACCOUNTING SPECIALIST

CONDUENT - Pasay

September 2016 to February 2020

Key data and verifies input of invoices in WebDE.

Two way matching of invoices using CWAS. Investigations, and routing to exceptions if there is an issue.

Contact supplier thru email or phone call if there is a need to verify with the details in the invoice.

Answering phone calls and creating Verbal Purchase Order.

Assist in other duties of other teams. Data entry of travel receipts in DART and verifying in SAP.

Monitor and review control reports, daily queue aging.

ACCOUNTING CLERK

TRANS PACIFIC JOURNEY FISHING CORP - Navotas

June 2015 to January 2016

Checks receiving report (three way checking of PO, invoice and RR). Local invoices needed to be processed by AP for local. Checks, process payable, and investigates billing statement from our vessel service provider from Spain (Zunibal and Satlink) and process and make payable voucher through ORACLE. Updates books of accounts (purchase journal, sales journal). Checks and validating weekly payroll of contractors. Rendered as Petty Cash Custodian for 1 month. Petty cash amounting to Php400,000.00

Accounting Staff/Bookkeeper

Spiral Gorup Inc. - Malabon

June 2013 to April 2015

Bookkeeping, assists in preparing financial reports of the accounting manager. Prepares BIR returns and data entry to BIR systems (MAP, SAWT, ALPHA, EFPS). Submit government required documents of the company to SEC, BIR . Prepares expense vouchers, and data entry of invoices, vouchers to QUICKBOOKS.

Education

Extramural Language Spanish in Spanish Language

UP Diliman - Quezon City

April 2018 to July 2019

Bachelor's in BSBA Management Accounting

Centro Escolar University - Manila

June 2009 to April 2013

Skills

- Quickbooks
- JDE Oracle
- Oracle
- Sap
- Data Entry
- Accounting
- Taxation
- Accounts Payable