

Resume: Aisie

The tools I'm familiar with:

Quickbooks;Google Suite;Spreadsheets;Other Tools

Other tools: Xero, frontapps, zendesk, hubdoc, xpensify, dext

My Work Experience:

Company: Sleek Technologies Pte Ltd

Role: Assistant Accounting Manager

Period: 2020-02-03 – 2024-05-31 4 years and 3 months

Responsibilities: ·Handles 7 accountants each handling 110 clients ·Help ensure compliance with accounting standards and regulations. ·Collaborate with manager to improve accounting processes and efficiency. ·Advanced knowledge in Xero, in house accounting tools, Receipt bank, hubdoc ·Provide Management and Financial Statement report. ·Acknowledge and respond to clients concern

Reason for leaving: To seek better opportunities and to enhance my skills in areas beyond PH and SG accounting.

Company: NPPFP

Role: Project Accountant

Period: 2019-10-01 – 2019-12-31 2 months

Responsibilities: ·Sent 7 reports for NPPFP to Central Office thru Email. ·Recording and monitoring of Journal Entry Vouchers and Summary Expenses ·Monthly Bank of Reconciliation ·Issuance of Disbursement Voucher and Obligation Request Status. ·Validating the payroll computation given by the payroll department

Reason for leaving: This is a project-based role with the government, and I am eager to gain experience working in a government agency.

Company: Clark Outsourcing (List Reports)

Role: Bookkeeper/Billing Specialist

Period: 2018-11-01 – 2019-09-30 10 months

Responsibilities: ·Receiving and sorting incoming payments with attention to credibility ·Managing the status of accounts and balances and identifying inconsistencies ·Issuing bills, receipts and invoices ·Excellent knowledge of MS Office (particularly Excel) ·Answering customer's concern related to billing. ·Collect payments in a timely manner ·Advanced knowledge in intuit quickbooks, airtable, and List Reports porta

Reason for leaving: I was seeking a new environment where I could further develop my skills and take on more responsibilities

Company: Macrada Construction Corporation / Multi-Electric Systems Inc / Macklarem Marketing Inc. / Meriden Industrial Corporation

Role: Accountant

Period: 2013-05-01 – 2018-08-31 5 years and 3 months

Responsibilities: ·Held responsible for all financial report preparation ·Compliance to BIR Remittances and other statutory requirements. ·Monitoring of all transaction in QuickBooks. ·Prepare Cash Disbursement Voucher ·Prepare Monthly Summary of Operating Expenses ·Issuance of Sales Invoice and Purchase Order ·Monitoring of Office Supplies and company receipts. August 2015 to August 2018 ·Prepare Monthly Remittances of SSS,PHILHEALTH, PAG-IBIG and etc. ·Prepare monthly Bank Reconciliation. ·Authorized to approve or decline all customer credit terms or transactions. ·Prepare semi weekly payroll. ·In charge for collection of overdue accounts ·Prepare computation of detailed sales commission

Reason for leaving: I relocated to Pampanga to be closer to my family.