

Accounts Payable Specialist

6/3/19

CHELLE MAE I. EMETERIO
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OBJECTIVES

To be part of a prestigious company where I could impart my knowledge and to provide the needs of my family as well as for myself.

CORE COMPETENCIES

- Knowledgeable in Microsoft Office (Excel, Word and PowerPoint)
- Knowledgeable in Government Mandated transactions
- Knowledgeable in processing Statutory Reports (SSS, PHILHEALTH and PAG-IBIG)
- Knowledge in Japanese Language (JLPT N5 Level)
- Hard-working and committed
- Goal-oriented and embraces responsibility
- Above average verbal English skills
- Able to adapt to change daily
- Ability to work under pressure and in less supervision
- Ability to work on deadlines

WORK EXPERIENCE

Accounting Personnel

Access E-Talk Plus, Inc.

11th Flr., Keppel Center, Cebu Business Park, Cebu City
June 25, 2018 – Present

didn't render RL yet.

- Receives various documents for payment processing
- Records all bills received
- Prepares Accounts Payable Voucher for every verified payables received
- Records all payables to Accounts Payable Monitoring Form
- Records Accounts Payable Voucher to Accounts Payable Register
- Prepares Check Payment Vouchers based on due dates or agreed dates
- Sets appointment with the Director for the signatures of Check Payment Vouchers
- Releases the cheques to either supplier or employees salary in cheque
- Records Check Payment Voucher to Check Disbursement Report
- Prepares and process payments of statutory reports (SSS, PHILHEALTH & PAG-IBIG)
- Process payments of BIR and LGU Transactions
- In-charge of filing pertinent documents per master file and finance file
- Prepares monthly PEZA reports
- Responsible for cheques encashment and passbook updates
- Assist in all accounting transactions
- Prepares payslip using Accounting Management System v1.0
- Receives approved Petty Cash Requisition Slip and releases cash to requesting personnel
- Liquidates the cash before the day ends using the Petty Cash Reconciliation Form

Accounts Payable In-Charge

University of the Visayas - Main Campus
2nd Flr., DVG Bldg, University of the Visayas
Dionisio Jakosalem St., Cebu City, 6000
March 28, 2017 – July 15, 2017

*not official work
was working while studying*

- Records bills received
- Prepares Accounts Payable Voucher
- Prepares Check Voucher
- Prepares cheques for salary and payables
- Process payments for suppliers
- Responsible in processing all signatories
- In-charge of filing documents
- Maintain and keep updated books of accounts of every satellite schools
- File vouchers and official receipts and other pertinent documents

Working Scholar

Graduate School / Accounting and Taxation
University of the Visayas
D. Jakosalem St., Cebu City
June 2012 – March 2017

- Address and attend to all graduate school students inquiries
- Send reports to Office Supervisor / Dean of the Graduate School
- Process student's documents
- In-charge of filing student's documents
- Assist in all Graduate School transactions

EDUCATIONAL BACKGROUND

Tertiary (2012-2017)	:	Bachelor of Science in Accounting Technology University of the Visayas – Main Campus D. Jakosalem St., Cebu City
Secondary (2009-2012)	:	Badian National High School – DOST ESEP Poblacion, Badian, Cebu

CHARACTER REFERENCES

Donabella V. Malicay
HR Personnel
Access E-Talk Plus, Inc.
0956-138-4046

Jenny M. Algunas
Accounting Head
Access E-Talk Plus, Inc.
0928-183-7157

Mary Maxine Valerie C. Prendol
HR Personnel
Access E-Talk Plus, Inc.
0919-215-4876