**Marionette Gloria**

**03 Bamban Hermosa, Bataan Philippines 2111**

**Whatsapp contact number: +639171398790**

**E-mail Address: marionettegloria@yahoo.com**

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**PROFILE:**

Skilled professional with expertise in business operation, processes and procedures. Proficient in management of accounts payable, accounts receivable, financial reporting and accounts reconciliation. Having an exceptional office management skill, quick learner, able to analyze situation and provide innovative solution.

**EDUCATIONAL ATTAINMENT:**

**Bachelor of Science in Accountancy**

Lyceum of Subic Bay

School Year: 2008-2012

**SKILLS:**

* Knowledgeable in SAP and System Oracle (SUN & JDE)
* Proficient in Windows Application, Microsoft Office (Word, Excel & Power Point and E-mails)
* Good Communication – English
* Having strong analytical skill
* Self-motivated, initiative and high level of energy

**WORK EXPERIENCED:**

**Accounting Analyst**

**PhilPlans First, Inc.**

12th Floor iAcademy Bldg., 6764 Ayala avenue, Makati City, Philippines

November 19, 2012 – June 30, 2015

**Finance Assistant**

**Smart Communications, Inc.**

ADB avenue, Ortigas Center Pasig City, Philippines

September 28, 2015 – September 28, 2016

**Accounts Payable Associate**

**International Committee of the Red Cross**

32 floor Petron Mega Plaza building, Senator Gil Puyat avenue Makati City, Philippines

April 03, 2017 – August 28, 2018

**Self-Employed**

September 2018 – May 2019

**DUTIES AND RESPOSIBILITIES:**

* Processes payroll, loan, petty cash, reimbursement and liquidation
* Analyzes and prepares Subsidiary and General Ledgers
* Analyzes and prepares reconciliation report
* Maintains and updates Subsidiary Ledger of Account receivable
* Assist in the collation of evidences and other documents needed in filling of collection cases
* Analyzes and prepares Journal Vouchers and Invoices
* Reviews of all control register and other related reports to ensure the accurateness and completeness of all record
* Prepares month end report and Audit report
* Prepares receivable report with accountabilities for management analysis
* Prepares quarterly Certificate of Creditable Tax Withheld at Source (BIR FORM 2307) and ensure the timely release of the report
* Maintains timely, systematic, efficient and accurate record-keeping or filing of forms and documents.
* Prepares analysis report as required by Senior Management
* Performs other related functions as may be assigned from time to time

**PERSONAL QUALITIES:**

* Responsible
* Hardworking
* Trustworthy
* Fast learner

**PERSONAL DATA:**

**Age : 27 years old**

**Date of Birth : July 31, 1992**

**Civil Status : Single**

**Height : 5’7”**

**Citizenship : Filipino**