

CHOLLY Q. ACUIN, CPA

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Certified public accountant with key strengths in planning, problem solving and customer relations. Familiar with financial statement, general ledger and financial reporting for taxes. Proficient in MS word, excel, powerpoint, outlook and SAP.

RELEVANT EXPERIENCE

ORICA GLOBAL BUSINESS SERVICES

December 20, 2020 - June 20, 2021

Accounts Payable Consultant

- Achieved 80% reduction within a month of backlog reduction efforts of our team on invoice processing pertaining to the posting of vendor invoices, credit notes, reversal and adjustment entries, advances and recurring entries.
- Reconciled statement of account which refers to the matching of vendor account statements with our own statement to identify unrecorded transactions on both sides and follow up on the resolution to close out the open items.
- Achieved 96% in value reduction after four months which refers to open items clearing which refers to GRIR clearing, Cash clearing, and other vendor accounts clearing as needed.
- Provided support on accounts payable issues resolution mainly to answer queries received from vendors such as, but not limited to, account and invoice status, payment advice request, payment status and other inquiries related to vendor accounts.
- CONSULTANT also supported the month end closing activities, audit requirements, and balance sheet account reconciliations.

LESLIE CORPORATION

April 24, 2017 – Oct. 23, 2020

Treasury Officer / Budget Officer / Accounting Officer

Prepared VAT remittance

- Monitored budget for capex
- Approved purchase order
- Checked the reimbursement / liquidation for plant and sales offices
- Approved Sales Order (for a month)

Mabalacat plant

Paranaque plant

Davao plant

Sales-North Luzon/South Luzon/Cebu /Iloilo /Davao /CDO

GRUNDFOS PUMPS PHILIPPINES, INC.

March 10, 2014 – August 04, 2015

EDUCATION

Master of Science in Accountancy

De La Salle University-Taft

2021 Term 3 Online Final Defense

BS in Accountancy

Philippine School of Business Admn.

TRAININGS AND SEMINAR

Digital Leadership: Digital Leadership

CSC June 25, 2021

First level leader-online training

June 8-20, 2020

Licensed Financial Advisor 2019

PERSONAL INFORMATION

**Accounts Payable Officer
Multinational Company (SAP R3)**

**Single
5'1**

- Processed bank reconciliations and financial reports for taxes to verify practice of proper due diligence.(EFPS-ITR,FT,FB, WHT, EWHT,SAWT,VAT, and municipal tax)
- Constant reporting and feedback from other counterpart countries on reconciliation of accounts payable status.
- Analyzed cost control and provided timely financial information to support the corporate goal to be profitable (Costing- slow moving / fifo / recosting)
- Processed journal entries, online transfers and payments.(Lapsing schedule, trade and nontrade forex, hedging, loans and money market)
- Handled cash and deposits using the proper accounting procedures and documentation. (+Daily cash flow, sometimes cash collection)
- Researched and resolved payments and invoices disputes with tact and efficiency. (Vendors / BIR / Cityhall tax)
- Issued paychecks to suppliers on a weekly and monthly basis.
- Maintained accounts payable documentation electronically and on paper
- Provided timely audit schedules

**TERRY S.A., INC. (Havaianas, David & Goliath, Pininho and Dupe)
Chino Roces, Makati**

Accounts Payable Staff

January, 2011- March 31, 2012

- Issued 50-60 paychecks to vendors and suppliers on a weekly basis.
- Maintained accounts payable documentation electronically and on paper.
- Processed journal entries, wire transfers and payments.
- Researched and resolved payments and voucher disputes with tact and efficiency.
- Analyzed cost control and provided timely financial information to support corporate goals
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**ASTRA MARINE INTERNATIONAL, INC.
Pedro Gil, Manila**

Accounting Staff II

March 27, 2007-June 30, 2010

- Issued 30 paychecks to seafarers, vendors and suppliers on a daily basis.
- Maintained accounts payable documentation electronically and on paper.
- Processed journal entries, fund transfers and payments.
- Handled checks and deposits using the proper accounting procedures and documentation.
- Updated confidential employee banking information with accuracy and speed.
- Processed payroll, electronic deposits and pay adjustments.
- Researched and resolved payroll disputes with tact and efficiency.
- Analyzed cost control and provided timely financial information to support corporate goals.
- Conducted briefing on wages scale, onboard and offboard payroll policy.

**ISUZU MANILA
Paz Guazon St., Paco, Manila**

Accounts Payable Staff**June 23 2004- March 25, 2007**

- Processed 50-60 vouchers to vendors and suppliers on a weekly basis.
- Maintained accounts payable documentation.
- Processed journal entries adjustment.
- Researched and resolved payments and voucher disputes with tact and efficiency.
- Analyzed cost control and provided timely financial information to support corporate goals

Credit Collection Staff for two years

- Invoicing for vehicle documentation
- Billing Assessment for service on parts, accessories and labor
- Bank reconciliation

PREMIERE DEVELOPMENT BANK**Dela Fuente St., Sampaloc, Manila****Accounts Payable Staff****Oct. 04 2002- June 22, 2003**

- Issued 50-60 paychecks to vendors and suppliers on a weekly basis.
- Maintained accounts payable documentation electronically and on paper.
- Processed journal entries, wire transfers and payments.
- Researched and resolved payments and voucher disputes with tact and efficiency.
- Analyzed cost control and provided timely financial information to support corporate goals

REFERENCE

Josephine Directo

Financial Analyst in Philippine General Hospital
09179555245

Karen Ng

Accounts Payable Analyst in Shell Shared Service
Landline 02 749 8672

Christopher Reyes

Customer Service Manager in Success Factor Philippines
0917-8273998

