

Cholly Q. Acuin, CPA

91 Arellano St., Poblacion II, Barugo, Leyte * 0921-3792203 * cholly.acuin@gmail.com

Certified public accountant with key strengths in planning, problem solving and customer relations. A determined employee who enjoys working with people and seeking a role in the government sector. Has worked successfully in variety of teams in school and work, demonstrating strong communication skills and excellent customer awareness. Familiar with SAP Hana and SAP R3, MS Word, Excel, PPT, Zoom, Teams and Slack.

RELEVANT EXPERIENCE

Accounts Payable Consultant

Orica Singapore PTE LTD. / Global Business Services
Multinational Company (SAP Hana)- Ugong, Pasig(WFH)
December 20, 2020 - June 20, 2021

- Invoice processing – pertains to the posting of vendor invoices, credit notes, reversal and adjustment entries, advances and recurring entries.
- Statement of account reconciliation – 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.
- Payment processing – execute automated, semi-automated and manual payment process runs to settle vendor outstanding accounts.
- Open Items clearing – refers to GRIR clearing, Cash clearing, and other vendor accounts clearing as needed.
- b. As a CONSULTANT shall provide 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.
- c. CONSULTANT will also support on the month end closing activities, audit requirements, and balance sheet account reconciliations.

Treasury Officer / Budget Officer / Accounting Officer

Leslie Corporation- UPS IV, Paranaque
April 24, 2017 – Oct. 23, 2020

- Prepared monthly VAT remittance (sales and purchases for a month)
- Monitored and approved budget for capital expenditures (head office and subsidiaries for three years)
- Checked reimbursements / cash advance liquidation (head office and subsidiaries for three years)
- Approved Sales Order (for a month)
- Coordination with 8 financial analysts for all related payables inquiry, cash advance liquidation inquiry and purchase / sales orders validation (head office and subsidiaries).

Accounts Payable Officer

Grundfos Pumps Philippines, Inc.- San Isidro, Makati
March 10, 2014 – August 04, 2015
Multinational Company (SAP R3)

- 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)

EDUCATION

Master of Science in Accountancy

De La Salle University-Manila, Philippines
Expected Degree in November 2021

TRAININGS AND SEMINAR

Digital Leadership: Digital Leadership 2021
First level leader-online training 2020
Licensed Financial Advisor in 2019

- 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 local tax)
- Issued paychecks to suppliers on a weekly and monthly basis.
- Provided timely audit schedules

Accounts Payable Staff

Terry S.A., Inc. (Havaianas, David & Goliath, Pininho and Dupe) -Chino Roces, Makati
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

Accounting Staff II

Astra Marine International, Inc.- Malate, Manila
March 27, 2007-June 30, 2010

- Issued 200 paychecks to seafarers, vendors and suppliers on a daily basis.
- 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.

Accounts Payable Staff

Isuzu Manila, Inc. – Paco, Manila
June 23 2004- March 25, 2007

- Processed 50-60 vouchers to vendors and suppliers on a daily basis.
- 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

- Issued sales invoice for new vehicle release documentation
- Handled billing assessment for service on parts, accessories and labor
- Reconciled bank statements.
- Participated in monthly inventory of vehicles, parts and accessories.

Accounts Payable Staff

Premiere Development Bank-Sampaloc, Manila
Oct. 04 2002- June 22, 2003

- Processed 50-60 inward/outward cheques on a daily basis.

- Processed cash deposits, cash withdrawals, new account and monthly statement of accounts.
- Transferred cash deposit to other bank which transported thru armored car thrice a week.
- Processed journal entries, wire transfers and payments.
- Maintained bank documentation electronically and on paper.
- Researched and resolved payments and voucher disputes with tact and efficiency.