

## NIÑA JESSA Y. TANJAY

Tabgas, Albuera, Leyte | 09924105578 | [jzania7@gmail.com](mailto:jzania7@gmail.com)

### PROFESSIONAL SUMMARY

Results-driven and detail-oriented Accounting Associate with almost five years of experience in financial reporting, reconciliations, and supporting accounting operations. Proficient in managing accounts payable, processing invoices, and ensuring timely accurate financial data entry. Strong analytical and problem-solving skills, with a keen eye for detail and a focus on maintaining accuracy and efficiency with a commitment to continuous improvement and professional growth.

### WORK EXPERIENCE

#### **ACCOUNTING ASSOCIATE | IMP Shipyard and Ports Services Inc. | Sept. 2023 - Aug. 2024**

- Process invoices, expense reports, and vendor payments.
- Prepare and send customer invoices and monitor incoming payments.
- Reconcile vendor statements and resolve billing discrepancies.
- Assist in preparing financial reports, statements, and supporting documentation.

#### **PURCHASING ASSOCIATE | IMP Shipyard and Ports Services Inc. | Sept. 2023 - Aug. 2024**

- Prepare, issue, and track purchase orders (POs) in accordance with company policies.
- Confirm order details, delivery dates, and pricing with vendors.
- Communicate with suppliers to negotiate pricing, delivery schedules, and terms.
- Maintain positive relationships with vendors and resolve any order-related issues.

#### **ADMIN ASSOCIATE | IMP Shipyard and Ports Services Inc. | Sept. 2023 - Aug. 2024**

- Maintain accurate records in company databases and filing systems.
- Help plan and organize office activities or company events.
- Provide administrative support to other departments as needed.
- Liase with vendors and service providers for office maintenance and supply needs.

#### **ACCOUNTING ASSOCIATE - Accounts Payable | OSPA-Farmers' Medical Center | Jul. 2019 - Jun. 2023**

- Managing company's all financial obligations to its suppliers and vendors.
- Receive, review and verify invoices from vendors and suppliers by checking against purchase orders or contracts to ensure the correct amounts, terms and goods or services received.
- Maintain a payment schedule to ensure timely disbursements and monitor outstanding balances.
- Provide regular updates to management on the status of payables, including any issues or discrepancies.
- Ensure compliance with company policies, industry regulations, and tax laws regarding payments and financial transactions.

#### **INVENTORY ASSOCIATE | OSPA-Farmers' Medical Center | Jul. 2019 - Jun. 2023**

- Perform periodic physical counts of inventory to ensure that the quantities in the system match the actual stock.
- Identify discrepancies between physical stock and system records, report them, and assist with investigating and resolving issues.

#### **ASSISTANT AUDITOR | OSPA-Farmers' Medical Center | Jul. 2019 - Jun. 2023**

- Conducting a surprise cash audit on Petty Cash Fund and all Cashier's on-hand cash in the company.

## EDUCATIONAL BACKGROUND

### TERTIARY:

<b>Supplemental Education</b> <b>18 Units of Professional Education</b> <i>Eastern Visayas State University - Ormoc City</i>	2022
<b>Bachelor of Science in Accounting Technology</b> <i>Western Leyte College - Ormoc City</i> Graduated	2016 - 2019

### SECONDARY:

<b>Dr. Geronimo B. Zaldivar Memorial School of Fisheries</b> <i>Albuera, Leyte</i>	2008 - 2012
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### PRIMARY:

<b>Tabgas Elementary School</b> <i>Tabgas, Albuera, Leyte</i>	2002 - 2008
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## LICENSES AND CERTIFICATIONS

- Professional Teacher License (LET Passer) - PRC  
Issued: April 2024
- Civil Service Eligibility - Professional Level  
Passed: June 2022

## Skills, Expertise and Core Competence

- ✓ Bookkeeping
- ✓ Bank Reconciliation
- ✓ Financial Reporting
- ✓ Microsoft Office Proficiency
- ✓ Excellent organizational and time-management skills
- ✓ Multitasking and Prioritization
- ✓ Communication Skills - handling phone calls, emails, and client interactions professionally
- ✓ Proficient in filing, documentation, and database management
- ✓ Strong sense of responsibility, reliability, and work ethics

## CHARACTER REFERENCE

LYRA QUEEN D. MANDRAS  
Brgy. San Pablo, Ormoc City  
Contact: 09461787487

MINERVA L. CARRILLO  
Brgy. Can-adieng, Ormoc City  
Contact: 09061678565

LORINA P. SUCAIRE  
Brgy. Damulaan, Albuera, Leyte  
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