

August 31, 2021

HONEY SOFIA COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Madam Colis,

I hope this letter finds you well.

I am interested in applying for the full time position as **Budget Officer III** with a place of assignment at VSU Main posted on Civil Service Commission today on August 30, 2021. Attached are the required documents such as application letter, resume, eligibility, rating, license, training certificates, TOR and diploma for your reference.

I am currently pursuing my final thesis defense for Master of Science in Accountancy at De La Salle University Taft Manila via online enrollment. I have accrued 12 years of accounting experience and I gradually built a strong foundation of knowledge regarding the various tasks and duties required as a Budget Officer with relevant experience first as Accounts Payable Officer at Grundfos Pumps Philippines, Inc. as project based where I processed 100% of the payables both from intercompany amounting to USD 3.9 M while being part of the collecting team for 100% collection for this particular purchase as sale to MMDA.

Secondly, working with Leslie Corporation as a Budget Officer for 3 and half years specifically giving budget approval on purchase order, checking disbursement and liquidation to verify the allowed budget for specific purpose which prepared me to meet the challenges of a managerial role in a professional office environment. One example how I exceeded the expectations as an employee is when I simplified the process data for my managers – saving P 150,000 annual cost of labor costs. I was responsible for disbursement briefing of all new hire employees and managers from sales, business development, purchasing, audit and accounting. I believe that, equipped with my proven managerial skills and cost cutting abilities, I can contribute effectively to your company and be a valuable employee.

Thirdly, I worked as an Accounts Payable Consultant at Orica Singapore PTE Ltd.- Philippines with the following achievements:

- Achieved 80% reduction (6,400 down to 1,200 unpaid invoices) 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 from \$ 41M AUD to \$1.8M AUD 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.

With all extensive work experience both from local to a multinational companies where I was a well rounded Accountant for Accounts payable which was highly relevant to the position I am vying for in your company in Hungary. I have also participated in a number of trainings conducted by SAP Philippines on both Logistics and Accounting education for SAP accounting system.

I will be thrilled to have an opportunity to personally interview with you. Please feel free to contact me at your earliest convenience thru my mobile at 09213792203. Thank you for your consideration.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Cholly Q. Acuin', with a stylized, cursive script.

Cholly Q. Acuin

Budger Officer