

LIEZEL ALIGAM BURLAT

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OBJECTIVE

Highly motivated and dedicated individual with more than ten years of work experience and successful track record in finance and accounting, wanting to become associated with an organization where I can utilize my skills, gain further experience and career growth while enhancing the company's productivity and reputation.

SKILLS

- SAGE Accounting
- Citrix Workspace
- Oracle
- Platinum (PFW)
- EDI (DocLink)
- JDA MMS
- MS Office
- Analytical
- Integrity
- Detailed- oriented
- Teamwork

EXPERIENCE

• **Personiv Philippines - Alabang, Muntinlupa**

Aug. 23, 2021 - Present

Accounting Executive

- Responsible for the accuracy of AR- billing transactions
- Reviewing of completeness of documents for billing through EDI
- Process data entry of necessary information in SAGE accounting for billing
- Communicates with US counterpart to carry out AR- billing activities
- Assists in month- end closing
- Handling 4 regions (Central, East, Northwest and West Texas)
- Performs other duties assigned from time to time

• **Infinit-O Manila Inc. - San Dionisio, Parañaque**

Jan. 27, 2020 - Sep. 03, 2021

Finance Admin Assistant

- Reviewing all documents to ensure that complete requirements are met before billing
- Process data entry of all necessary and critical information in Oracle for billing
- Generates invoices using Platinum (PFW)
- Sending out of invoices to Collections Team
- Process credit/debit memo adjustments and manual invoice request
- Generates AR interface report and sales journal
- Maintains internal update of AR invoices and AP vouchers files and records (hard/soft copy)
- Communicate with customers via phone and email
- Investigate and resolve customer queries
- Carry out billing activities according to specific deadline
- Assists in month- end closing
- Participates with the inventory activities of business support
- Other special, operation or administrative tasks applicable/required/requested by the client/management

- **Puregold Price Club Inc. - Zapote, Las Piñas**

Aug. 15, 2010 - Dec. 05, 2019

Inventory Control Staff

- Conducts cycle count and reconciliation analysis on high risk items to determine efficiency on inventory management of store operations
- Conducts investigation and verification of discrepancies found in inventory and provide necessary adjustment to maintain accuracy of system balance versus actual item
- Analyze stocks with negative inventory on a daily basis
- Generates aging and no sales report to assist store operations in providing resolutions on slow moving items
- Performs checking and witnessing of wholesale and transfer transactions
- Process inventory adjustments and posting of counts
- Generates shrinkage report and other inventory related reports
- Daily checking of RTV (Return to Vendor) report
- Maintains files and records of inventory related documents
- Handling and assisting nine stores
- Facilitates and lead annual inventory
- Performs other tasks that may assign from time to time

EDUCATION

- **Dr. Filemon C. Aguilar Memorial College of Las Piñas**

2006 - 2010

Bachelor of Science in Business Administration Major in Business Economics

86.34%

ACHIEVEMENTS & CERTIFICATIONS

- **Getting Grounded on Analytics**

Issued by: Development Academy of the
Philippines under Project SPARTA

Date Issued: July 03, 2021

- **Top Performer Award for Quarter 1**

Issued by: Infinit-O Manila Inc.

Date Issued: May 07, 2021