

MERLITA C. PENDON MICB, RCA, CAT

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hijasmerl@gmail.com

Goal Oriented Accounting Assistant, knowledgeable in QuickBooks and Microsoft Office (Word & Excel). Meticulous Multi-tasker brings 5 years of experience handling Accounts Payable, Accounts Reconciliation and Inventory. Skilled at analyzing complex situation and finding unorthodox solutions to challenging problems.

EXPERIENCE

FEB 2019 TO PRESENT

ACCOUNTING ASSISTANT

EDWARD MARCS PHILIPPINES, INC.

- Monitor status of Accounts payable to provide accuracy & detailed reporting to Management
- Monitor, update outstanding Liquidation of Cash advances of Employees & report to Management
- Maintain clean and organized files by sorting accounting documents in up-to-date manner
- Enter Billing expenses & payables in correct entry, completeness and accuracy
- Account Reconciliation
- Assist in Audit, VAT & government mandatories as per instructed

MAY 2017 – FEB 2019

ACCOUNTING ASSOCIATES

BLADESANDBOWS, INC.

- Prepared rosters of suppliers and service providers to elicit quotes and bid information for supplies, inputs, and services
- Procured goods and supplies while adhering to strict industry rules and procedures
- Maintained complete documentation and records of all purchasing activities
- Collection of Checks, Released of Checks & Payment of Bills

FEB 2016 – MAY 2017

INVENTORY CLERK

BLADESANDBOWS, INC. (UNDER RBJOCSING MANPOWER AGENCY)

- Monitor usage of stocks and conduct keen research and resolve all inaccuracies in inventory
- Handling all activities related to data entry, scheduling and deliveries
- Responsible for cycle counts as well as physical inventories

EDUCATION

2002 -

**BACHELOR OF SCIENCE IN ACCOUNTANCY,
UNIVERSITY OF MANILA**

4TH YEAR LEVEL - UNDERGRADUATE

CERTIFICATION AND LICENSE

- **CERTIFIED BOOKKEEPER – JAN. 22, 2022**
MEMBER ICB UK (INSTITUTE OF CERTIFIED BOOKKEEPERS)
Review of bookkeeping skills, Completing Accounting cycle, Constructive Accounting and Special Journals
- **REGISTERED COST ACCOUNTANT (RCA) – NOV. 6, 2021**
MEMBER INSTITUTE OF CERTIFIED MANAGEMENT ACCOUNTANTS, AUSTRALIA
Understanding Management information, Accounting for Materials, Labor and Overhead cost, Accumulating Cost for Products and Services, Budgeting for Planning and Control and Estimating Cost and Revenues for decision making
- **CERTIFIED ACCOUNTING TECHNICIAN – NOV. 27, 2021**
MEMBER NATIONAL INSTITUTE OF ACCOUNTING TECHNICIAN
Payroll Accounting, Business Income Taxation, Business Taxes: Value Added Taxes and Percentage Taxes

SKILLS

- Accounts Payable
- Account Reconciliation
- Data Entry
- Bookkeeping
- Billing
- Knowledgeable in Quickbooks
- Microsoft Offices (Word & Excel)
- Analytical Reasoning
- Multi Tasker
- Detailed oriented
- Team Player

ACTIVITIES & INTERESTS

- Music
- Reading
- Travel
- Mountain Climbing