

Prince Fel Garcia

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EXPERIENCE

- 02/21/2022
- Present

 - **P2P Process Specialist**
Cambridge University Press and Assessment
Process global and local invoices. Matching PO Invoices, credit notes in SAP and process invoices without PO. Handle vendor-related inquiries regarding payments and Invoices. and Reconcile supplier statements and deal with queries.
- 11/04/2019
-
02/21/2022

 - **Expense and Billing Specialist II**
Crown Worldwide Group Inc
Process voucher entry for both expense claims and tax Invoice for US and Canadian; Encodes the invoice details in the system, seek approval and generate Accounts Payable Voucher; Prepare and send client's Weekly and Monthly billing and invoice according to the payment schedule.
- 12/01/2018
-
11/01/2019

 - **Accounts Payable Officer**
Aurecon Australasia Pty Ltd.
Process tax invoices and expense claims across ANZ and RSA regions for payments; Act as a Team Administrator to resolve the type of issues such as disputed, redirect, default status, and Monitor all Vendor Management; Encodes the invoice details in the system, seeks approval, and generate accounts Payable Voucher.
- 03/19/2018
-
11/30/2018

 - **Client Admin and Credit Risk Officer**
Aurecon Australasia Pty Ltd
Demonstrate and Review information on the Client Risk Assessment Form (C-CRAF) and ask for approval under the Delegation of Authority (DOA); Monitor and maintain clients >12 months as required under Credit; Request and run VEDA as a third party for the Client's creditworthiness.
- 10/16/2016
-
07/13/2017

 - **Credit Analyst**
ZigZag Media Inc.
Directly reporting to Australian Financial provider to process personal and home loans; conducting VEDA run as part of credit background of lending policy; Process payment and collection and arrangement schedule on customer's request.
- 04/01/2014
-
05/21/2015

 - **Finance Operations Inc**
SAP Philippines Inc
Review and approve travel expense reports across the North American region. Handle internal/external customers' queries within stipulated SLAs. Responsible for accurate creation and timely distribution of required reporting to management.
- 07/13/2012
-
03/12/2014

 - **Credit Support Representative**
Ingram Micro Inc
Conduct quality check in US Resale Tax based on company guidelines, Process Credit, Resale Tax Renewals, and Certificates, Handling mailbox in terms of creation of Client's accounts and Ownership change.
- 09/12/2012
-
05/17/2013

 - **Transaction Processing Representative**
Accenture Inc
Handled Canadian Client that provides natural gas as a source of electricity; perform data entry and research various systems and tracking tools; Execute transactions, fix billing meter by the customer using SAP tool in creating bill and invoice.
- 05/31/2011

 - **Service Delivery Assistant**

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08/01/2012

Business Processing Outsourcing Intl. Inc
Process human resource tasks, updating internal databases with new hire information; maintaining physical and digital personnel records employment contracts; Upload new hire documents and create and distribute guidelines and FAQs about company policies.

EDUCATION

2011

- **Bachelor of Science in Business Management**
Taguig City University

SKILLS

Accounts Payable and Receivable

80%

Time Management

100%

Computer Literate

100%

Basic Editing Skills

80%

Knowledgeable in SAP Finance and Workday

80%

Customer Focused and Satisfaction

100%