

PAULA MICHELLE CAWICAAN

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Professional Summary

A professional with a knack of experience to support areas of organization such as in procurement, accounting and administrative works. Looking to apply my skills to foster a positive and productive work environment through the provision of reliable and timely support to all areas of organization.

Work Experience

Purchasing Officer

VSO Group of Companies (ESJ Properties), October 2012 – November 30, 2022

- Purchase and canvass materials for all VSO Major Construction Projects.
- Provide support to other VSO affiliates in purchasing materials for their respective needs, collaborating with internal stakeholders to identify and fulfill their procurement needs.
- As a procurement officer, I managed to negotiated policies and contracts with vendors to achieve optimal pricing and consistent availability.
- As an effective procurement officer, I managed to support purchasing request, process invoices and negotiate contract with different vendors, which helps my previous employers to save a lot of money and helping them to manage budgets on other things that is needed in our organization.
- Handling all documents or request related to repair, improvement and maintenance of buildings across all VSO Affiliates.
- Additionally, I am responsible as window personnel of our companies' car dealership business which includes Toyota Calamba Laguna and Toyota Silang Cavite, serving as an Executive Secretary as well, and performing other duties as assigned.

Accounting Staff

VSO Group of Companies (Optimum Securities Corp), January 2011 – September 2012

- Download daily transaction report after trading, ensuring that all transactions are recorded and processed accurately. I also encode daily tax report in EFPS online, ensuring that all tax related transactions are accurately recorded and reported.
- Update customers ledger account, ensuring that all transactions are accurately recorded.
- Process vouchers for issuance of checks to clients using Winstock System, ensuring that all transactions are process on time.
- Process selling and buying invoice transactions of clients accurately. Perform other duties as assigned by superior.

Accounting Staff

Grow Inc. (Philcare), September 2010 – January 2011

- Maintained clean and organized files by keeping accounts payable records up to date.
- Process daily agent's commission, ensuring it is accurately calculated and recorded.
- Assist management on accounts payable processes related to agent's commission and provide support to departments unit as needed on their financial reporting and analysis.

Accounting and Audit Staff

Super Value Inc. (Savemore Supermarket) Morong Branch, June 2008 – November 2008

- Process daily sales transactions report using the SAP system.

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- As an audit staff – I am ensuring that all sales transactions are properly recorded and that there are no discrepancies or errors in reports.
- Conducting of daily inventory of SMAC transactions reports and post the data into SAP System.
- As part of day-to-day transactions, I also managed to check the inventory stock on warehouse making sure that all stocks are complete and properly recorded and no discrepancies.

Education

Bachelor of Science in Business Administration (Major in Financial Managerial Accounting)

Tomas Claudio Memorial College, Morong Rizal,
Philippines, June 2004 – April 2008

Skills

Attention to detail
Teamwork player
Accountability and dependability
Decision Maker
Flexibility
Time management / Work Ethic

Reference:

Ms. Patricia J. Jayme
VP For Finance / Purchasing Manager
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