

Jenny Banday
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Saint Louie St Holy Spirit, Quezon City, Philippines, 1127

PROFESSIONAL SUMMARY

Experienced accounting professional with a strong background in accounts receivable, accounts payable, and financial management, I am equipped with the necessary skills and experience to contribute effectively in a professional accounting role. Skilled in reconciling accounts, identifying data discrepancies, and maintaining accounts. Proficient in utilizing software applications such as SAP, QuickBooks, and Xero. Adept at preparing financial statements, conducting audits, and managing payroll. Strong attention to detail and ability to meet deadlines while maintaining a professional demeanor. Holds a Bachelor of Science degree in Accountancy and is a Certified Public Accountant in the Philippines.

WORK EXPERIENCE

Invoice Processor (Remote)

Mar 2023 - Present

Directo Pty Ltd • Victoria, Australia

- Receiving all bills from suppliers and ensuring these are entered into order management systems
- Matching bills to orders (2-way match) or generating internal orders from supplier bills
- Preparing, processing, and sending buyer invoices (through email and electronic interfaces)
- Processing bills from suppliers into Financial Management Systems (FMS)
- Processing Directo fees from sellers & buyers in accordance with agreed rates
- Effectively compare and identify data discrepancies for escalation both internally and externally
- Maintain order progress by updating systems with both actions taken and exceptions highlighted

Accounts Payable Assistant (Remote)

Jul 2020 - Jul 2022

Marlin Management Services 2 Pty Ltd, t/a Zanui • Australia

- Matching of Supplier Invoices
- Processing of Supplier Invoice

- Reconciliation of Supplier's Statement of Account
- Checking and emailing Disputes to suppliers

Accounting Officer

Sep 2014 - Nov 2020

Shopping Center Management Corp • Pasay City, Philippines

- Prepare other statistical, financial, and accounting reports
- Monthly preparation of Notes to Financial Statements
- Monitoring and Preparation of Accrual and Prepayment Schedule
- Calculate fixed assets and depreciation
- Auditing and Processing of Invoices from Suppliers/Contractors
- Calculate and prepare payrolls for the agency personnel
- Process Billing Statements for Tenants and other branches
- Weekly and Monthly Preparation of Sales Report
- Maintain general ledgers and financial statements
- Post journal entries
- Prepare the trial balance of books
- Reconcile accounts

Accounting Specialist

Feb 2013 - Sep 2014

GTGF Food Corporation • San Mateo, Costa Rica

- Prepares Sales Projections and Other Reports
- Monthly and Weekly Reporting of Sales
- Monitoring of Aging of Accounts Receivables
- Checking Delivery Receipts and Prepare Sales Invoices for Customers
- Posting of Collections and Follow-up Uncollected Payments
- Issue Statement of Accounts to Customers
- Other duties that may be assigned as the need arises

Branch Accountant

Jun 2010 - Jan 2013

Tulay Sa Pag-Unlad, Inc. • Makati City, Philippines

- Monthly Report Preparation
- Monthly Bank Reconciliation
- Loan and Savings Reconciliation
- Encoding of New Members in the System
- Processing of Loan Applications

- Preparation of Check Vouchers and Cheque for Loan Disbursements
- Posting of Loan Disbursement
- Recording and Posting of Daily Collections
- Audit of Reimbursements and Replenishment of Petty Cash

EDUCATION

Bachelor of Science in Accountancy

Jun 2006 - Oct 2010

Polytechnic University of the Philippines • Manila, Philippines

SKILLS

- Tech-savvy, with the ability to quickly learn and apply new software applications relative to the position (SAP, Quickbooks, Xero)
- Proficient in Microsoft Office Suite and G-Suite
- Focused and passion-driven to meet deadlines are required
- Can maintain a professional attitude with co-workers and clients at all times
- Efficient in working with tasks

PROFESSIONAL CREDENTIALS

Certified Public Accountant (Philippines)