

# Lovely Claire Robles

lovelyclairerobles@gmail.com

## PROFESSIONAL SUMMARY

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Skilled quality professional with proven attention to detail, thorough approach and methodical mindset. Accurate in daily reviews and large-scale analysis. Willing to take on any task to support team and help business succeed. Reliable candidate ready to take on challenges using problem-solving and task prioritization skills to help team succeed. Talented Quality Control Specialist skilled at completing daily assignments and contributing to team success. Motivated and have expert-level-job-related software skills and strong knowledge of basic accounting practices. Tracks payments, researches discrepancies and processes paperwork. Driven to learn new skills and improve processes with diligence and precise attention to detail.

## WORK EXPERIENCE

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### Quality Control Specialist

Sep 2023 - Present

Lyanthe Financial Services Inc. • Davao City, Philippines

- Responsible in maintaining quality delivery documents to clients.
- Checking batches of documents that are processed by data verifiers.
- Assisting data verifiers and check page processors by answering queries regarding difficult invoices and giving advice on the proper treatment of invoices.
- Records errors found in the document
- Submits daily errors snapshots

### Data processing verifier

Sep 2021 - Aug 2023

Lyanthe Financial Services Inc. • Davao City

- Receive and register invoices, forms, records and other documents for data capture
- Input data into computerized databases, spreadsheets or other templates using a keyboard, mouse, or optical scanner, speech recognition software or other data entry tools
- Import and/or export data between different kinds of software
- Verify accuracy and completeness of data
- Identify, label and organize electronic storage media
- Verifies and checks invoices and extracts relevant data to the system for proper record keeping with high regard to Quality and Efficiency.
- Assist in double checking and attending queries of confusing invoices to co-verifiers.
- [Banking] Extracting relevant data in Bank Statements of clients to Excel spreadsheets

### Accounting Assistant

May 2019 - Sep 2021

Ecv Group of Companies • Davao City

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank

- statements in a ledger or computer system
- Compile budget data and documents based on estimated revenues and expenses and previous budgets
- Prepare period or cost statements or reports
- Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.

## **EDUCATION**

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### **Bachelor of Science in Accounting Technology**

Mar 2015 - Apr 2019

Davao Central College • Davao City

- Certificate in Bookkeeping
- Certificate in Civil Service

## **SKILLS**

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- Quality Monitoring
- Documentation and Reporting
- Decision-Making
- Invoice Processing
- Account Reconciliation / Statement Report Preparation
- Data Entry / Data Analysis
- Detail Oriented
- Quality Performance Monitoring
- Team Leadership
- Analytical Thinking
- Expert in MS Offices (MS Excel, Word, Pdfs)

## **PROFESSIONAL CREDENTIALS**

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- Certified Bookkeeper
- Civil Service Eligibility