

ALLAINE FERRER

Santiago St. Baclaran Paranaque City

Contact Number: 09161836310

Email: allaineferrer2@gmail.com

OBJECTIVE: *To widen my horizon and be part to the company's objective plans, mission and vision.*

EDUCATIONAL BACKGROUND:

Tertiary : **PANGASINAN STATE UNIVERSITY**
Bayambang Campus, Bayambang, Pangasinan
Bachelor of Arts in Public Administration
2007-2011

Secondary : **CAMARIN NATIONAL HIGH SCHOOL**
Camarin, Caloocan City
2005 - 2006

Primary : **TANOLONG ELEMENTARY SCHOOL**
Tanolong, Bayambang, Pangasinan
2001 – 2002

SEMINARS AND TRAINING ATTENDED:

On-the-Job Training	National Statistic Office Calasiao Pangasinan April – May 2010	ASPREC-MANALO OSH CO. Brgy. Triangle, Quezon City March 10,2020 Mandatory Eight Hour Safety & Health Seminar Training of Trainers
	Counterfeit Detection Ropali Plaza, Pasig City May 2016	

WORK EXPERIENCES:**Accounting Assistant (AR, Assistant Accounting Head)****FPD Global Integrated Services Inc**

June 2023 – Present

- Reconcile all bank accounts.
- Coordinating with the Operations Department to monitor timely liquidation of all advance payments. Initiate investigation of discrepancy if any.
- Attends regular meetings with management personnel to facilitate problem resolution, information exchange, planning, and timely communication within the System. (execom/mancom)
- Preparing the monthly Profit and Loss report. (head office and projects)
- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Assists in generating monthly billing statements based on the general ledger.
- Research customer discrepancies and past-due amounts with the assistance of the Collections Manager and other staff.
- Prepare and process check request.
- Preparing weekly reports of some projects.

Finance Staff**Sparc Properties and Realty Corporation**

February 2023 – June 2023

- Verify and audit all invoices after receiving monthly hard copy from Chinese Finance Staff.
- Reconcile all the payable and properly posted in the monitoring file monthly.
- Audit and compute payroll files sent by WB Agencies, Counter check with Chinese time keeping staff to ensure all payroll computed are correct.
- Verify and audit all invoices after receiving the receivables file sent from Chinese Finance Staff.

- Reconcile all receivables and properly posted in the monthly monitoring files.
- Preparing monthly P&L together with account Receivables and Payable report.
- Perform monthly cash on hand if tally with the Chinese management.
- Perform Monthly inventory report if tally with the record of the Chinese Finance.
- Monitoring and encoding of all Transaction of Main Branch.
- Assist Bookkeeping team if any idle time during month end.

Korchina Logistics Philippines Inc.

Accounting/Admin Supervisor

May 2022 – Dec 2022

Korchina logistics Phils. Inc.

- Supervision of accounting and admin staff to ensure proper adherence to policies and procedures. Evaluate and mentor assigned staff.
- Review of all expense reports and disburse pay checks.
- Monitoring the processing of vendor invoices and handling all vendor concerns.
- Review of journal entries completed by staff to ensure accurate recording of all company transactions.
- Maintaining historical records.
- Coordinating with the Operations Department to monitor timely liquidation of all advance payments. Initiate investigation of discrepancy if any.
- Ensuring timely and accurate submission of Weekly Report and Intercom Report to HQ.
- Preparation of monthly bank reconciliation.
- Participating in the development and implementation of goals, objectives, policies, and priorities of the department.

Accounting Assistant (Accounts Payable)

November 2018 – May 2022

- Reconcile all bank accounts.
- Daily enter key data of financial transaction in database.
- Performing day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts payable.
- Provide assistance and support to company personnel.
- Provide accounting and clerical support to the accounting department.
- Research, track and restore accounting or documentation problems and discrepancies.
- Arrange all the payments (local and Agent Payment)
- Releasing of Cash Advance of Admin Expenses
- Performs other related duties that may be assigned from time to time.
- Arrange and check Office Supplies.
- Reassigns employees to different duties if the Administrative Supervisor determines the change to be appropriate during the shift or workday to achieve the most effective utilization of skills and abilities and to equalize workloads.
- Attends regular meetings with management personnel to facilitate problem resolution, information exchange, planning and timely communication within the System, Department
- Follow up and resolve any delays, bottlenecks, and also additional work requests.
- Organize and manage the routine work activities and staff leave plans.
- Ensure the timely and accurate postings of account activity.
- Ensure Cash balances & Trade confirms sent to Trading desk.

Other Duties (Korchina Logistics Phils Inc. – Accounts Receivable)

- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Assists in generating monthly billing statements based on the general ledger.
- Relays changes of information to appropriate employees.
- Creates reports regarding the status of customer accounts as requested.
- Research customer discrepancies and past-due amounts with the assistance of the Collections Manager and other staff.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
- Arrange and send invoices to customers/clients.

Accounts Payable Specialist

AP Cargo Logistics Network

June 5, 2017 – to November 2018

- Reconciling processed work by verifying entries and comparing system reports to balances
- Paying client/customer by scheduling pay checks and ensuring payment is received for outstanding credit, generally responding to all client/customer enquiries regarding finance.
- Preparing analyses of accounts and producing monthly reports
- Maintaining historical records
- Keeping track of all payments, invoices, statements, etc.
- Performs other related duties that may be assigned from time to time.

Other Duties (AP Cargo)

- Booking of RORO Shipment
- Updates Client Information Form (CIF)/ Application Form of existing truckers

BANK TELLER

Philippine Resources Savings Banking Corporation

March 2014 up to March 2017

- Verifies technicalities of checks deposited/encashment and ensures accuracy and genuineness of cash received and paid.
- Establishes identity of person(s) making withdrawal or encashment and requires clients to signed in the acknowledgement portion of the withdrawal slip.
- Ensures that all transactions are transacted ACCURATELY, CRRECTLY and COMPLETELY.
- Ensures that all deposit slips, check payments and other cash transactions are regularly validated on the original source documents.
- After balancing, prepares and prints summary of report.
- Ensures compliance with RA. 1405 Re: Secrecy of Bank's Deposit.
- Performs other related duties that may be assigned from time to time.

BOOKKEEPER

Philippine Resources Savings Banking Corporation

Bayambang, Pangasinan

June 2011 – March 2014

- Prepares and maintains subsidiary ledgers for deposits and borrowers.
- For Deposits, posts/books/records deposit/withdrawal transactions to the respective subsidiary ledgers of depositors
- Updates Client Information Form (CIF)/Deposit Application Form of existing clients.
- Monitors maturity of term placements/time deposits and processes payment of interest and/or renewal/roll-over.
- Provides assistance to prospective depositors in their opening of accounts personally witnessing the filling-up of signature cards/CIF and the specimen signature thereon after complying with AMLA-KYC requirements.
- Prepares passbook, subsidiary ledgers or certificate of time, deposit for every new savings and time deposits.
- Processes requests for bank certification, SOA and lost passbook replacements.
- Processes closing of accounts.
- Attend to customer's inquiries, requests, and suggestions.

SPECIAL SKILLS:

- Knowledgeable in MS Office (MS WORD, MS EXCEL)
- Able to handle telephone calls.
- Ability to get along with other people.
- Willing to undergo to learn the company's operational Activities.
- Able to work under pressure.

PERSONAL DATA:

Birth Date : October 2, 1989

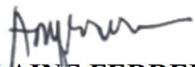
Birthplace : Caloocan City
Age : 34 years' old
Sex : Female
Citizenship : Filipino
Civil Status : Single
Height : 5'4
Religion : Roman Catholic

CHARACTER REFERENCES:

➤ Joann M. Dohang
Service Supervisor
Philippine Resources Savings Bank
CP#09918276614

> Erliza Lim
Accounting & Admin Manager
Korchina Logistics Phils. Inc
CP#09157223069

I hereby certify that the above information is true and correct to the best of my knowledge and belief.


ALLAINE FERRER
Applicant