

# MARKLETE S. DORINGO

## CONTACT



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#2984 Kakarong Street, Sta. Cruz,  
Makati City

## EDUCATION

- **Bachelor of Science in Business Administration  
Major in Financial Management**  
Gordon College  
Olongapo City  
April 2012
- **Macabulos Memorial High School**  
Victoria, Tarlac  
March 2007
- **Cabuluan Elementary School**  
Cabuluan, Victoria, Tarlac  
March 2003

## SKILLS

- Computer literate specially with knowledge of Microsoft Office Application – MS Word, MS PowerPoint and MS Excel
- Operates various systems like: Greentree, Hyperion, Oracle and SAP, Microsoft Dynamic, QuickBooks.

## CHARACTER REFERENCES

- **Ms. Teresita Grace Lim**  
Payroll and Treasury Manager  
OMD Philippines Inc., Makati City  
0923-614-7128
- **Ms. Ann Vernadette Fajardo**  
Accountant  
Kantar Philippines Inc., Mandaluyong City  
0916 - 578 - 4829
- **Ms. Reyel Longcop**  
Accounts Payable Manager  
PHD Media Network 2006, Inc., Makati City  
0998-553-6995

## OBJECTIVE

To be part of well-renowned company and be able to practice all the knowledge I have gained, expand my skill and I am able to help the company achieve its goals.

## WORK EXPERIENCE/S

- **Senior Account Receivable Analyst Omnicom Media Group**  
10th-11th Floor Bankmer Bldg., 6756 Ayala Avenue,  
San Lorenzo, Makati City,  
October 4, 2020 – Present

### DUTIES AND RESPONSIBILITIES

#### Credit and Collection / Account Receivable

- Monitor, manage and reconcile Intercompany transactions for Accounts Receivable.
- Review's accuracy of Cash Receipt entries for posting in System.
- Recording of adjustments entries discovered from analysis from bank reconciliations, intercompany and accounts receivable aging.
- Posting of Cash Receipt
- Prepare 3 Month Cash Forecast/Cash Flow
- Prepare Monthly Working Capital for all entity.
- Prepare Bad Debt Report
- Prepare Monthly Bank Reconciliation for all bank accounts
- Analysis of Accrued Revenue schedule and Accounts Receivable Aging to close transactions.
- Monitor Accounts Receivable Aging for status of outstanding invoices.

- **Senior Finance - Executive Kantar Philippines Inc.**

Kalayaan Center, 65 V Luna Road Corner Kalayaan Road,  
Pinyahan, Quezon City  
October 8, 2018 – October 4, 2020

### DUTIES AND RESPONSIBILITIES

#### Credit and Collection / Account Receivable

- Monitor, manage and reconcile Intercompany transactions for Accounts Receivable.
- Monitor Accounts Receivable Aging for status of outstanding invoices.
- Prepare Bad Debt Report.
- Monitor and record day to day collections thru cheque or bank transfer payments.
- Perform weekly and monthly bank reconciliations.
- Analysis of Accrued Revenue schedule and Accounts Receivable Aging to close transactions.
- Prepare monthly schedule for Intercompany Transactions: Accrued Revenue and Accounts Receivable Aging for monthly closing reports.
- Recording of adjustments entries discovered from analysis from bank reconciliations, intercompany, accounts receivable aging and accrued revenue transactions.
- Mentored staff members in analyzing and issuing invoices to clients. Guiding them on how to be able to collect payments.

## WORK EXPERIENCE/S

- **Finance Specialist - Tyche Consulting Limited ROHD/Aeon Information Support Solutions Inc.**

39th Floor, RCBC Tower 2,  
Ayala Avenue, Makati City  
February 2, 2016 – October 7, 2018

### DUTIES AND RESPONSIBILITIES

- Processing of payments for AP invoices.
- Audit of monthly fees and charges received from vendors and 3rd party payment service providers.
- Review of payment requests from other departments, making sure that required approval and details are complied with
- Prepares monthly payment fees from 3rd party and vendor
- Daily monitoring of vendor payment
- Perform other related duties as assigned (Adhocs, special request from top management and assisting other departments that has concerns in financial calculations).
- Prepares monthly bank reconciliation for assigned Bank Accounts.
- Prepares monthly bank reconciliation for the AX account vs Bank accounts.
- Reconciliation of monthly 3rd party commission and other intercompany transactions.
- Tracking of remittances sent to head office and other local companies.

- **Accounting Associate - Constantino Guadalquivier & Co. CPA**

22th Floor, Citibank Tower 8741 Paseo De Roxas  
Salcedo Village, Makati City  
July 26, 2014 – January 31, 2016

### DUTIES AND RESPONSIBILITIES

- **CASH ACCOUNTING**

#### Daily

- ·Processing of AP invoices document for assigned GL Account.
- ·Prepares Daily Sales of the Pharmacy

#### Monthly

- ·Prepares monthly bank reconciliation for assigned Bank Accounts of the Pharmacy
- ·Prepares monthly bank reconciliation for the customer debtor of the Pharmacy.
- ·Checking of Outstanding supplier balances if matched with supplier statement of account.
- ·Prepares the End of Month Journal
- ·Prepares the BAS Journal and matching it with Tax Summary Report.
- ·Prepares the Balance Sheet and Income Statement.
- ·Prepares the before and after adjustments in End of Month journal.

- **Accounting Staff - Team Leader Smart Cash Validation and Bank Recon Group Smart Communication Inc.**

22th Floor, Citibank Tower 8741 Paseo De Roxas  
Salcedo Village, Makati City  
July 26, 2014 – January 31, 2016

### DUTIES AND RESPONSIBILITIES

- **CASH ACCOUNTING**

#### Daily

- ·Prepares daily validation for assigned Cash GL Accounts and ensures compliance with the SLA
- ·Works with the concerned groups to resolve daily internal and external inquiries/issues in a timely manner
- ·Reviews accuracy of journal entries for posting in SAP pertaining to returned checks and other adjustments

#### Monthly

- ·Prepares monthly bank reconciliation for assigned Cash GL Accounts and ensures compliance with the SLA
- ·Prepares adjusting entries for bank reconciliation items, UCS, interest income and GL reclassification.
- ·Prepares Exception Consolidation Report at month-end
- ·Monitors completeness of reversal entries for returned checks and escalates to concerned groups for non-reversals
- ·Prepares Aging Report for Outstanding Checks
- ·Summarizes and validates Due to/Due from accounts for the month and issues Non VAT Official Receipt to Financial Reporting Group

- **Tokyo Bubble Tea**

Harbour Point, Ayala Subic Bay Freeport Zone  
April 24, 2012 - September 24, 2012

**Achievement:** Employee of the Month - June 2012

- **SERVICE CREW**

Jollibee Olongapo Triangle, Olongapo City  
May 2009 to March 31, 2012

**Achievement:** DINING BEES CHAMPION and MOST IMPROVED CREW

- **ON the JOB TRAINING (OJT)**

Treasury Department  
Subic Bay Metropolitan Authority  
Subic Bay Freeport Zone  
April to June 2011