



ALIESSY ZAMORANOS

ACCOUNTANT

ABOUT

I am an experienced accounting officer seeking a full-time position in the field of accounting and finance, where I can apply my knowledge and skills for continuous improvement.

WORK EXPERIENCE

ACCOUNTS PAYABLE TEAM LEAD (W^3 Owners, LP)

Emapta Outsourcing BPO Company | Mar 2022 - Present

- Delegates tasks and deadlines
- Monitors team member
- Processing of accounts payable for utilities and Corporate invoices
- Processing of reimbursement and petty cash of the corporate employees
- Reviews vendor request, files, collects W9 forms and updates information and files accordingly
- Generates reports for approval of payment
- Prepares and print authorized accounts payable checks on a weekly basis

ACCOUNTS PAYABLE SPECIALIST (W^3 Owners, LP)

Emapta Outsourcing BPO Company | Oct 2021 - Mar 2022

- Processing of utility invoices upon receipt to avoid late charges
- Verifies address and information to ensure data accuracy
- Submits invoices to leadership for second approval, as needed.
- Identifies recurring invoices and notifies appropriate manager, department, vendor when "ongoing" expenses are missing
- Files checks stubs and invoices

ACCOUNTING OFFICER (ASSISTANT SECTION MANAGER)

Charoen Pokphand Foods Philippines Corporation | Nov 2020 - Oct 2021

- Processing of accounts payable for freight & handling services
- Checking of monthly cost expense report
- Recording and monitoring of collections from customers (Accounts Receivable)
- Checking of customer's contract request

ACCOUNTING OFFICER (ACCOUNTS PAYABLE)

Charoen Pokphand Foods Philippines Corporation | Oct 2018 - Oct 2020

- Processing of accounts payable for freight & handling services
- Processing of payments for production of slaughter houses and food processing plants
- Processing of reimbursements of employees and poultry farms expense
- Checking of monthly cost expense report

ACCOUNTING STAFF

Oro Oxygen Corporation | Sept 2015- Sept 2018

- Processing of accounts payable for hauling services
- Monitoring of aging accounts receivable
- Processing of petty cash reimbursements
- Conducting monthly bank reconciliations
- Monitoring of daily sales report
- Conducts monthly inventory " LPG refilling plants

PROFESSIONAL SKILLS

- Proficient in SAP Business One & Platinum Accounting System, and Sage 300
- Computer Literate (Microsoft Office)

PERSONAL SKILLS

- Detail Oriented
- Ability work independently with minimum supervision
- A good team player
- Resourceful in completion of projects and ability to do multitasking
- Good interpersonal skills
- Able to grasp new concepts quickly and efficiently

CONTACT

Address: 389 Biday, San Fernando City, La Union, Philippines 2500

Phone: 0920-645-1952
0926-359-3843

E-mail: aliessydelacruz@gmail.com

CHARACTER REFERENCE

Ms. Princess Ariane Ordonio
Accounts Payable Specialist
Emapta
0927-656-4632

Mr. Paulo Dela Cruz
Assistant Section Manager
Charoen Pokphand Foods
Philippines Corporation
0906-492-2275

Mr. Elmer Amurao
Accountant
Emapta
0977-819-8778



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WORK EXPERIENCE

FINANCE STAFF

Oro Oxygen Corporation | June 2014 - Sept 2015

- Preparation of check vouchers
- Daily monitoring of cash sales & cash deposits
- Monitoring of bank balances

EDUCATION

BACHELOR OF SCIENCE MAJOR IN ACCOUNTING TECHNOLOGY

Holy Angel University | 2010 - 2014

CREDENTIALS

- Civil Service Passer March 2018 (CCS-PPT) Professional
- Licensed Financial Advisor (Sun Life of Canada (Philippines) Inc.)

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