

# SARAH FAYE O. DELGADO

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## PROFESSIONAL SUMMARY:

A dedicated and detail-oriented Professional, with a proven track record of maintaining accurate financial records and ensuring the financial health of organizations. With a strong foundation in accounting principles and a meticulous approach to data entry. Expertise includes reconciling accounts, managing payroll, and preparing financial statements. Proficient in industry-standard software and with a commitment to maintaining confidentiality. With a passion for financial integrity and a reputation for delivering results, poised to contribute to the financial success of any organization.

## EXPERIENCE:

SFO Accounting Services | Philippines

Feb 2021-Present

**Position:** President/Owner

- Making significant decisions for the company
- Managing overall operations and setting the company's strategic direction.
- Managing marketing and sales and providing excellent client service.
- Keeping track of finances and Accounting and handling legal and compliance responsibilities
- Planning new initiatives and providing team training

FCTEC Philippines Manufacturing and Trading Inc. | Philippines

Nov 2020-Jan 2024

**Position:** Admin and Accounting Manager

- Maintained administrative staff by recruiting, selecting, orienting, and training employees.
- Supervised clerical and administrative personnel by communicating job expectations, appraising job results, and disciplining employees.
- Accomplished human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; and enforcing policies and procedures.
- Established financial status by developing and implementing systems for collecting, analyzing, verifying, and reporting financial information, and managing accounting staff.
- Met accounting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.

JMD Personnel Management Solution | Philippines

Nov 2019-Sept 2020

**Position:** Finance Manager

- Collected, interpreted, and reviewed financial information.
- Reported to management and to the president and provided advice on how the company and future business decisions might be impacted and developed strategies that work to minimize financial risk.
- Produced financial reports related to budgets, account payables, account receivables, expenses etc.

Key-Innovation Foods Corp. | Philippines

Mar 2019-Oct 2019

**Position:** Accounting and Finance Manager

- Monitored and analyzed accounting data and produce financial reports or statements.
- Established and enforced proper accounting methods, policies and principles.
- Coordinated and completed annual audits as well as preparing Financial Statement.

- Improved systems and procedures and initiated corrective actions as well as assigning projects and direct staff to ensure compliance and accuracy.

3JMY Manpower Resources Inc. | Philippines

Apr 2016-Mar 2019

**Position:** Senior Finance Officer

- Planned and implemented and oversaw overall accounting strategy.
- Collected, calculated, and entered data in order to maintain and update payroll information.
- Compiled summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages and reporting on this.
- Determined payroll liabilities by calculating employee income, and Government mandated benefits of the employee.
- Resolved payroll discrepancies and maintained payroll operations by following policies and procedures as well as developing ad hoc financial and operational reporting as needed.

Filidian Rural Bank | Philippines

Apr 2015-Oct 2015

**Position:** Accounting Bookkeeper

- Developed system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintained subsidiary accounts by verifying, allocating, and posting transactions.
- Balanced subsidiary accounts by reconciling entries and maintained general ledger by transferring subsidiary account summaries.
- Prepared financial reports by collecting, analyzing, and summarizing account information and trends.

NSA Office (Accounting Firm) | Philippines

Jan 2014-May 2014

**Position:** Accounting Assistant

- Provided support to the Accounting Department and performed basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handled communications with clients and vendors via phone, email, and in-person.
- Processed transactions, issued checks, and updated ledgers, budgets, etc.
- Prepared financial reports and assisted with audits, fact checks, and resolving discrepancies.

### EDUCATION

ABE International Business College | Philippines

Graduated: 2015

Bachelor of Science in Accountancy

### SKILLS AND ABILITIES

- |                        |                         |               |
|------------------------|-------------------------|---------------|
| • Problem-Solving      | • Organizational Skills | • Flexibility |
| • Time Management      | • Customer Service      | • Accounting  |
| • Communication Skills | • Reconciliation        | • Bookkeeping |

### INTERESTS:

- Travel
- Photography
- Blogging

### LANGUAGES:

- English
- Filipino