

# Erika S. Pereña

3186 Gander St. Sunrise Village, Centennial 2, Nagpayong,  
Pinagbuhatan, Pasig City  
+63 9616197015 | erikaperena15@gmail.com

## Objective

• To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company. A position where I will be able to contribute, improve and elevate my skills, knowledge and experience to a company that will give me an opportunity to develop my career.

## Experience

- **Prulife Uk** - 2015  
Administrative Secretary  
Job Description : Part time work during schools vacation
  1. Assist Financial Advisors with their clients application.
  2. Track New recruits progress with the application and assist them all the way to coding as new financial advisors.
  3. Attend huddles for managers and assisting them of the needed documents.
  4. Run errands for necessary requirements.
- **Koach Business Consultancy Corp.** - 2016  
Accounting Assistant  
Job Description: Part time Job / On the job traning during Senior yr in college
  1. Encoding of daily transactions ( reciepts and invoices)
  2. Updating Financial books such as Reciepts and Disbursements
  3. Monthly government remittances such as Philhealth, Pag-ibig and SSS.
  4. Inventory count and reconciliation for clients
  5. On-site inspection of books.
  6. Monthly store audit and Inventory audit.
- **Pristinestones, Inc.** - 2017  
Accounting Assistant  
Job description:
  1. Encoding of daily transactions ( reciepts and invoices)
  2. Updating Financial books such as Reciepts and Disbursements
  3. Monthly government remittances such as Philhealth, Pag-ibig and SSS.
  4. Inventory count and reconciliation for clients
  5. On-site inspection of books.
  6. Monthly store audit and Inventory audit.
  7. VAT relief and monthly filing and payment of taxes and licences.
- **Toyota Shaw Inc.** - 2018  
Accounting Assistant  
Job Description:  
Insurance Accountant
  1. Ensures, verify and check insurance policies for both new business and renewal everyweek.
  2. Encodes and monitor client payments
  3. Verify excess deposits and refund requests from client
  4. Check remittance schedules for each third party company.
  5. Accounting process of each RCP
  6. Accomplish monthly DPR report for Insurance Department
  7. Monthly schedules for unremitted deposits
  8. Reconciliation of monthly income from insurance.

- **Toyota Shaw Inc.** - 2019  
 Junior Accountant  
 Job Description  
 Gives assistant to the Balance Sheet Accountant

  1. Prepares Accounting process for every disbursements, refunds, fund transfers, payments to suppliers and contractals
  2. Prepares and monitor payments made to contracted services.
  3. Checking and generating trial balance report.
  4. Preparation of Accruals and Prepayments schedules.
  
- **Toyota Shaw Inc** - 2021  
 Senior Accountant  
 Job Description:

  1. Daily accounting process of sales and operations.
  2. Make system adjustment entries for balance sheet
  3. Bank Reconciliation
  4. Account Receivables Aging report and reconciliation
  5. Account Payables schedules and reconciliation
  6. Company's PPE monitoring
  7. PPE Lapsing Report
  8. Daily Cash count, review and reconciliation of actual cash VS cashiers receipts.
  9. Petty cash and purchase fund monitoring.
  10. Monitoring officers and employees advances.
  11. Evaluate and Accomplish DPR monthly for business decision making purposes.
  
- **Toyota Shaw Inc** - 2023  
 Accounting Supervisor  
 Job Description:

  1. Classifying transactions and encoding in the system
  3. Daily accounting process of sales and operations.
  4. Make system adjustment entries for balance sheet
  6. Bank Reconciliation
  7. Account Receivables Aging report and reconciliation
  8. Account Payables schedules and reconciliation
  9. Company's PPE monitoring
  10. PPE Lapsing Report
  11. Daily Cash count, review and reconciliation of actual cash VS cashiers receipts.
  12. Petty cash and purchase fund monitoring.
  13. Monitoring of officers and employees advances.
  14. Evaluate and Accomplish DPR monthly for business decision making purposes.
  15. Balance Sheet Clean-up
  16. Inventory Monitoring of Office Supplies/ Materials and Supplies
  17. Inventory monitoring of technicians' tools
  18. Accrual and expense monitoring
  19. Prepayments monitoring
  20. Assisting daily SAP concerns within FAD
  21. Assist manager for monthly DMS healthcheck and TMP compliance.

## Education

- **St. Vincent De Ferrer College Of Camarin** 2018  
 BS Accountancy
- **Rizal Technological University** 2017  
 BS in Accounting Technology
- **Cabcab National High School** 2013  
 High School
- **Cabcab Central Elementary School** 2009  
 Elementary

## Personal Details

- Date of Birth : 15/12/1996
- Marital Status : Single
- Religion : Roman Catholic

### **Trainings And Seminars**

- 2018 TMP Finance and Accounting SAP training
- 2019 TMP F&A SAP training
- 2019 Risk Management training
- 2019 ISO 14001:2015 Awareness training
- 2021 TMP Advance training for F&A
- 2022 TMP Advance training for F&A
- 2023 T- Champ Certification Training for F&A

### **Reference**

- **Hannah Terrenal - Toyota Shaw Inc**  
Former Accounting Manager
- **Rencharles Jermaine Del Castillo - Toyota Shaw Inc.**  
Administrative Manager
- **Jennefer Nicolas - Toyota Shaw Inc**  
Accounting Supervisor

### **Affirmation**

- I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

- Contact details of the above mentioned reference people will only be available upon request.