

# Stephanie Dales

## Accounting and Finance

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Taguig City, Philippines

## WORK EXPERIENCE

### Accounts Payable & Inventory

November 2023 - Present

*Titanomachy Inc., Taguig City*

- Demonstrated adaptability during peak workload periods while maintaining high-quality results and meeting tight deadlines.
- Supported cash flow management initiatives by scheduling strategic payment batches according to priority levels.
- Reduced late payment penalties by closely monitoring due dates and managing timely payments.
- Prepared comprehensive monthly reports detailing outstanding payables, providing valuable insights for decision-making processes.

### Accounting Assistant (Tax, A/R, A/P)

Jun 2019 - November 2023

*Electrolux Philippines Inc., Taguig City*

- Responsible for the Tax payment and filling of Income Tax Return, Withholding Taxes, VAT and other LGU such as Business permits, Secretary certificates and other permits needed.
- Prepared tax returns, extensions, tax planning calculations, and write-ups for organizations and entities.
- Reviewed company tax filing papers thoroughly to determine eligibility for additional tax credits or deductions.
- Assisted in budget preparation and forecasting to control expenditure and maximize profitability.
- Coordinated with external auditors to resolve discrepancies.
- Reconciled accounts, managed audits, and updated financial records with remarkable accuracy.

### Food Business

*Manage food business, Taguig City*

- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable. Generated invoices upon receipt of billing information and tracked collection progress. Maintained clean and organized files by keeping accounts payable records up-to-date.
- Managed budgets effectively, ensuring optimal financial performance while investing in necessary resources for business growth.
- Launched new products and services with thorough market
- Maintained a clean and sanitary workspace, adhering to strict health and safety standards for optimal work conditions.
- Handled high-pressure situations calmly and professionally during peak hours of operation.
- Demonstrated strong attention-to-detail when measuring ingredients and following recipes closely for best results.
- Set up and prepared cooking supplies and workstations during opening and closing to maximize productivity.

## **EDUCATION**

**Bachelor of Science (B.S.) - Financial Management.**

*University of Makati*

March 2019

## **COMPETENCES**

- Effective Communication in the Workplace to exchange and create a free flow of information to produce impactful outcomes.
- Team player
- Tax audit procedures
- Payment Scheduling
- Account Reconciliation
- Bank Reconciliation
- Cash application
- Bookkeeping
- Auditing
- Driving
- Inventory

## **Accounting Software**

- LS Central 365
- SAP
- JD Edwards
- XERO
- POS System