



Abigail A.

Accounting Specialist

Satellite Teams Monthly Rate*: \$ 2,024.00

*Monthly Rate is subject to change due to the employee's asking rate at the time of the job offer, which may be affected by competition in the job market

HIGHLIGHTS

- Boasts over 4 years of experience in the accounting industry, collaborating with various US companies and clients
- Proficient in preparing month-end schedules, accruals, amortization, and depreciation schedules, as well as tax returns
- Demonstrated expertise in managing month-end cash flow, including the provision of necessary adjusting entries and thorough payment verification
- Accomplished in receiving and recording cash from lockboxes, balancing cash postings and receipts, and preparing daily cash reports. Additionally, skilled in processing, verifying, and reconciling invoices
- Takes responsibility for processing, recording, and preparing various financial reports, including financial statements, cash disbursement, cash receipts, journal entries, accounts payable, and bank reconciliation. Proficient in preparing and remitting tax returns, both quarterly and annually, and maintaining meticulous records

SKILLS & TECHNICAL EXPERIENCE

- Advanced proficiency in Google Suite, Microsoft Office, QuickBooks, IFCA (Pplus), and SAP Business One, leveraging comprehensive technical expertise to ensure accurate financial management and reporting

WORK HISTORY

Accounting Assistant

Filinvest Cyberparks, Inc.

February 2022 – Present

- ? Prepare month end schedules ? Prepare monthly accruals, amortization, depreciation, schedules, tax returns ? Month end Cash Flow ? Provide necessary adjusting entries ? Checking all payments if posted for the month ? Assist team for necessary entries

Associate - Payments

Sunpower

February 2021 – February 2022

- ? Receives and Record Cash from Lockboxes ? Balance Cash Postings and Cash Receipts ? Prepare Daily Cash Report ? Assist in Daily Review and Reconciliation

Associate Accountant

Millennium Business Services, Inc. - Client: Toyota
Alabang Inc.

July 2018 – October 2019



- ? Prepared check requests for billing statements, advances to officers, statements of accounts and other payable expenses ? Processing, Verifying and Reconciling Invoices ? Prepared monthly accruals and miscellaneous expenses report Provides necessary schedules and adjustments

Associate Accountant

November 2017 – October 2019

Millennium Business Services, Inc. - Client: Hyatt Taxi Services, Inc.

- ? Responsible for Hyatt Taxi Services Group. (Processing, Recording, Tax Returns and Report Preparation – Financial Statement, Cash Disbursement, Cash Receipts, Journal Entries, Accounts Payable, and Bank Reconciliation ? Prepare Daily Collection Summary and report based on teller receipts, official receipts, and bank deposit slips ? Prepare monthly remittances, (0619E, 1601C) ? Quarterly remittances (2551Q, 1601EQ) and Annual Income Tax Returns ? Entered all entries to Quickbooks and compare it to internal report ? Prepared Inventory Vehicle daily

EDUCATION

Administration

San Pedro College Of Business

2012 – 2016

ENGLISH ASSESSMENT

SATELLITE TEAMS SCORE

4.00/9

IELTS SCORE REFERENCE

1 to 3.9 **Below Average**

4 to 6.9 **Good**

7 to 9.0 **Excellent**