

Myrna Librando

ACCOUNTING OFFICER



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Brgy. Loma de Gato Marilao, Bulacan,
3019



SKILLS

Microsoft Excel

Google Docs

Navision

REFERENCES

Alma Llena

Orient Freight International Inc.

+639084632216

Joann del Mundo

Power Tractire Inc.

+639451266995

ABOUT ME

I am a passionate, self-motivated accounting staff that also capable of multi-tasking and also have a keen interest in bookkeeping. For the 8 years of experience in a retail/wholesale company and managing more than more or less 5 staffs with different departments, I can say that I manage well the stress and I think it makes me strong to analyze and solve some issues.

WORK EXPERIENCE

Accounting Officer

Power Tractire Inc. / Caloocan City, Philippines / Feb 2014 - Present

- **COLLECTIONS:** monitor due dates of the customers and follow-up collections before its due date; input receive checks to its collection envelope and system to monitor its transaction (purchases/payments); preparing and submitting monthly AR report to the manager; preparing and sending statement of account for country wide clients as well as to the agents; attending customer and agents inquiries regarding ARs; encoding and printing of collections; identify and resolve issues regarding discrepancy of the receivables of the customers; prepare bank deposits for the checks collected for the day.
- **PAYABLES:** checking for all the reimbursements by agents and each warehouse and make sure all expenses made are necessary and with corresponding receipts; preparing voucher and checks for the purchases made by warehouse.
- **INVENTORY:** updating stock cards/inventory; do physical count and audit in warehouses in province.
- **OTHERS:** preparing the commission of all agents including the rebates of third party; preparing and sending daily report to the manager for sales summary of agent with their corresponding customers; monitoring of promos of agents for their customers; posting of monthly contributions of employees in SSS and Philhealth; help the accountant in the BIR EFPS; do credit investigation for new customers; do assign task by management

Purchasing Assistant

Affinity Express Philippines, Inc. / Quezon City, Philippines

/ Aug 2012 - Nov 2013

- **PURCHASING:** sourcing for potential suppliers that could serve the company best; preparing Purchase Order using Navision; initiated the purchasing policy for ISO application; making sure purchasing policy was followed by all; responsible for the supplies inventory
- **ACCOUNTING:** a petty cash custodian who is responsible for the security and maintenance of the petty cash; make sure all petty cash reimbursements are substantiated with receipts or supporting documents; booking invoices and expenses incurred by the US employees; classifying the journal entries in booking expenses; book US payments in Navision; monitoring of all expenses and invoice and make sure it will be paid on time.

Accounting Staff

Royale Fishing Corporation / Malabon City, Philippines / Apr 2011 - Jul 2012

- making a Purchase Order; making a cash count, at the end of the day, of one of the purchaser; making a cash replenishment; recording the invoice to be reported to the accounts payable officer; recording daily release of warehouse from its inventory and making a monthly accounting report.

EDUCATION

Bachelor of Science

University of Caloocan City / Caloocan City, Philippines / 2011

- major in Financial Management
- graduated as Dean's List in our batch

High school diploma

Saint Mary's Academy / Oslob, Cebu, Philippines / 2005

- graduated as Top 5
- Academic Excellence 2002-2005

COURSES

Internal Control and Auditing

Business Coach, Inc. / Nov 2012

TaxiCASo: Adapting to the Changes in Tax Compliance

Direc Business Technologies Inc. / Mar 2022