



CHELO A. ASEDILLA

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Result Oriented, Hardworking and Technically Skilled accounting professionals, known for accuracy, attention to detail and timeliness in managing A/P & A/R functions for diverse-industry employers. With more than 15 years' experience in the fields of Accounting in freight forwarding, shipping, supply & chain, procurement, manufacturing, exporting and financial institutions. I am confident that my passion for accounting, skills, professional experience and backed by solid credentials (BS in Accountancy).

KEY SKILLS & AREA OF EXPERTISE

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Corporate Accounting & Bookkeeping
- Spreadsheets/Journal Entries & GL Recon
- Vendor Negotiations & Management
- Accounts Receivable Process
- ERP Financial System Technologies
- Customer Relations/Invoice Management
- Inventory Management/Spreadsheet Accounting
- Knowledge on Letter of Credit Process

Technical Skills: • Advance knowledge in Excel • MS Office (Word, & PowerPoint) • SAP • QuickBooks • Tally ERP 9

PROFESSIONAL EXPERIENCE

EPL FZCO / EPLONE GENERAL TRADING LLC - A Leading freight forwarder in UAE, Supply-Chain Logistic & Procurement- *The Onyx Tower-2, Sheikh Zayed Road, United Arab Emirates*

Accountant (Payable & Receivable) - January 09, 2011 to September 15, 2020 (9 years & 8 months)

DUTIES & RESPONSIBILITIES: Accounts Receivable

Accounts Receivable:

- In- charge in the preparation/posting of invoices/ billings and ensures the accuracy and completeness.
- Prepares A/R Aging, Generates and Send Statement of Account and follow-up the debtors for their outstanding payable and contact delinquent customers to secure payments.
- Ensures that payments of invoices are completed within a timely manner & in accordance with specified terms.
- Check the bank statement thru online banking for payment received thru TT transfer & reconciling the payment against payment advice received from the customer and post receipts to the customer's ledger account.
- Prepares Weekly Bank Reconciliation Statements of all bank accounts maintained; rectified any discrepancy.
- Prepares journal entries on billing adjustments, debit/credit memo and cash receipts.

Accounts Payable:

- Perform Accounts Payable transaction which includes checking vendor invoices, verifies purchase orders before processing the vendor payment request via telegraphic transfers or thru cheques.
- Prepares book reconciliations for Accounts Payable account, AP Aging Summary and updated the general ledger for outstanding cheques and reconciles advance payment made for the vendor/supplier.
- Renegotiate payments terms for suppliers/vendor from net 7 to net 30 days.

General Works/ Additional Assignment:

- Handling the accounts for 2 Branches of Dermatology Clinic (Minal Medical Centre- Dubai & Sharjah branch) from August 2011 to December 2016
- Handling the accounts (AR/AP, Reports) for Gaston Middle East FZCO from September 2014 to December 2016
- Works closely to the procurement team, prepares Delivery Notes/Packing List for both local & Int'l shipment.
- Prepares all the report as requested by finance manager and assist in preparation and generation of financial reports for yearly audit and ensures general ledger entries are accurate and are in line with company procedures and international standards.
- Handles Petty Cash & Handles Payroll (cheque and salary transfers)

PROFESSIONAL EXPERIENCE *(CONTINUED)*

LAPANDAY FOODS CORPORATION (Supplier & Exporter of export-quality fresh fruits both local & Int'l Market.

Manufacturer of cartoons & Boxes) *Davao City, Philippines*

Accounting Staff (Payable, Receivable & Sales & Distribution) - Feb. 27, 2008 to Sept. 23, 2010 (2years & 7 months.)

DUTIES & RESPONSIBILITIES:

- Handles trade & other payable transactions/Check & verified payable voucher, parked & post parked documents
- Prepares weekly report for Aging GRIR clearing accounts and quarterly for Aging Accounts Payables.
- Receives and reviews purchase orders, check request, and/or other related documentation for completeness and compliance with financial policies, procedures and contractual requirements.
- Matches original invoices and request for payment with internal purchase orders or check requests
- Follows up on account statements and other discrepancies regarding payment of accounts and serves as liaison between departments and vendors in the resolution of administrative problems and inquiries.
- Prepares statement of accounts to affiliates & third-party customers, prepares commercial invoices with applicable accounting entries, proper and accurate charging to customer's accounts and submit for approval.
- Receives, sorts various billing documents, checks the validity and ensure the completeness of delivery receipts. If not valid, returns documents to the concerned parties for completion and/or reconciliation.
- Prepares journal entries on billing adjustments, debit/credit memos for charging to customers/affiliates
- Maintains and monitors collection of Accounts Receivable and makes analyses of accounts regularly.
- Prepares/generates aging of Accounts Receivable and reconciles with the customers and update the ledger.
- Schedules of Accounts Receivable for Audit / VAT requirements. Reconciles balances with affiliates before the end of the period to ensure all transactions were made and entered to its proper GL and accounts. Ensure that all sales be book in the current period.

DAVAO CENTURY FINANCING CORPORATION (Financial institution that provides loans to small scale businessman,

farmers to entire Mindanao Area) *Davao City, Philippines*

Bookkeeper - from August 17, 2005 to Feb. 10, 2008 (2 years & 6 months.)

DUTIES & RESPONSIBILITIES:

- Prepares daily & monthly reports for petty cash fund, sales, collection and disbursement.
- Conduct initial interview/explain the term and conditions to the client when applying for the loans, check the accuracy and completeness of the documents/contracts before releasing the loan.
- Prepares the cheque and ensures the availability of funds in the bank before releasing the cheque.
- Prepares aging of accounts receivable& reconcile prior to billing preparation/ Bookkeeping business transactions.

EDUCATION

ASSUMPTION COLLEGE, Philippines

Bachelor of Science in Accountancy, Major: Accounting (from June 2001 to March 2005)

Awards Received:

- Honorable Mention Awardees- Recognition of High Scholastic Proficiency- SY-2002-2003
- Junior Philippine Institute of Accountant (JPIA) Awardees- SY- 2005

TRAININGS & SEMINAR

- SAP System- (SAP R /1 & SAP R/3), Held at Lapanday Foods Corporation Compound, *Davao City, Philippines*
 - FI- Financial Entries • SD- Sales & Distribution • MM- Material Management • SAP- Navigational Training

PERSONAL INFORMATION

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|------------------------------------|------------------------|
| • Date of Birth : October 12, 1984 | Age : 35 years old |
| • Nationality : Filipino | Civil Status : Married |
| • Religion : Christian | |

This is to certify that all the above information given is true and correct to the best of my knowledge and belief.

CHELO A. ASEDILLA

Applicant