



# CRISTINE JOY PANDOVEN

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Proficiency in QuickBooks, Xero, SAP B1
- Data Entry
- Invoicing and Accounts Receivable
- Inventory and Payroll Management
- Spreadsheet Management
- Financial Management
- Billings and Accounts Payable

## TOOLS

QuickBooks Online  
 Xero and Xero Payroll  
 SAP B1, SAP ECC, SAP SRM  
 Microsoft 365  
 Apps(Excel, Word, Outlook, Powerpoint)  
 Third Party  
 Apps(Hubdoc, Gusto, Bill.com, A2x and Fathom)

## PERSONAL PROFILE

A Bookkeeper with 9 years of experience in Corporate Accounting and Internal Auditing. Well versed with multiple accounting systems. A reliable business professional with experience in project management, process improvement and financial analysis.

## WORK EXPERIENCE

### SITE SUPPORT SUPERVISOR

**Mang Inasal Phils. | July 2021 - May 2024**

- Gives assistance to warehouse and manufacturing as a subject matter expert in SAP System; uses SAP system in problem solving and analyzing operational concerns/issues

### DISTRIBUTOR INVENTORY PLANNER, INTERNAL AUDITOR, INVENTORY COORDINATOR

**Megasoft Hygienic Products Inc. | 2015 - 2021**

- Sales, Payroll, Logistics, Inventory and Warehouse Audit.
- Inventory Reconciliation, Bank Reconciliation
- Ensure Accuracy of all Financial Transaction.
- Invoice, Payables, Receivables Processing.

### ACCOUNT OFFICER

**CardBank Inc | 2014-2015**

- Assist in Loan Application and Documentation
- Credit Investigation and Follow-up of payments.

### BOOKKEEPER

**Capuyan Construction | 2013**

- Financial Data Recording, Accounts Receivable and Payable.
- Payroll Processing.

## EDUCATION HISTORY

**Mountain Province State Polytechnic College**

- Bachelor of Science in Accountancy

## CERTIFICATIONS

- QuickBooks Online Pro Advisor
- Xero Advisor Certified
- Xero Payroll Certified