



# CANTORNA JHENNEX

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Reconciliation
- Accounts Payable/Receivable
- Intercompany
- Balance Sheet and Profit & Loss
- Audit Compliance
- Communication & Interpersonal Skills
- Tax

## TOOLS

- Quickbooks
- Xero
- Microsoft Dynamics 365
- Microsoft Excel/Google Spreadsheet
- Microsoft Office/Google apps

## PERSONAL PROFILE

Detail-oriented **Bookkeeper/Accountant** with 3 years + of experience managing financial records, preparing financial reports and supporting internal audits. Adept at leveraging accounting software for accuracy and efficiency in financial reporting with actionable insights to support decision-making processes.

## WORK EXPERIENCE

### FINANCIAL ACCOUNTANT

**EnablesGROUP | 2023 - Present**

- Reconciliation of Accounts
- Intercompany Accounting
- Payroll tax, analysis and accrual
- Expenses accrual: Marketing, IT analysis, Logistics, OPEX
- Profit and Loss Review
- Balance Sheet Reconciliation
- Accounts Receivable (Invoicing, Journalizing, Payment Application, SOA Reconciliation, Ageing report, Forecasting)
- Audit Compliance

### ACCOUNTING ASSISTANT

**PERI-ASIA Philippines Inc. | 2022**

- Tax filing, computation and schedule
- Support to Tax audit
- Collates Tax certificates from clients
- Accounts Payable Voucher Process
- Collections and Invoicing
- Administrative Tasks

### ACCOUNTING SPECIALIST/AUDIT

**ATV International ROHQ | 2021 – 2022**

- Accounts Payable (Remittances, Journalizing, Payment Application, SOA Reconciliation, AP Financial Report, Forecasting)
- Completes Audit tests and findings
- Back checking of pending inventory

## EDUCATION HISTORY

**Saint Louis University, Philippines**

- Bachelor of Science in Management Accounting - Class 2020