



CHARLENE AMORES

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Bookkeeping
- Accounting & Auditing
- Accounts Payable
- A/R - Invoicing/Billing
- Costing
- Payroll
- Inventory Management
- Financial Reporting and Analysis

TOOLS

Oracle Netsuite
JD Edwards
QuickBooks Online
Xero
QNE

PERSONAL PROFILE

A **Bookkeeper/Accountant** with 6 years experience in various tasks. A meticulous and multi-tasking professional, seeking to leverage expertise in a more challenging and dynamic role.

WORK EXPERIENCE

ACCOUNTING SPECIALIST

Enchanted Kingdom, Inc. | 2022 - 2024

- Processed Accounts Payable.
- Recorded and Analyzed Sales Revenue.
- Computed Sales Commission
- Reconciled Bank Data with Book Records.

ACCOUNTING SPECIALIST/ADMINISTRATIVE OFFICER

Swiftmode Cebu Enterprises | 2021 - 2022

- Recorded Invoices & Expenses.
- Managed Billing and Collection.
- Updated Accounts Receivable & Ageing Reports
- Conducted Audits on Sales, Revenue, Inventories
- Prepared and Analyzed Financial Reports.
- Submitted Reports for BIR Filing
- Oversaw Hiring and other Administrative Tasks.

PLANT ACCOUNTANT

Dynasty Pallets Systems, Inc. | 2020 - 2021

- Supervised the works of A/R & A/P staffs
- Computed Monthly Cost of Goods Sold
- Processed BIR Filing
- Bank Reconciliation
- Consolidated Reports for Financial Statements



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SKILLS SUMMARY

- Data Entry
- Administrative Tasks
- File Organization

TOOLS

Microsoft Office
MS Excel
Google Suite
Google Sheets
Canva
Asana
Trello
Calendly
Zoom
Slack
One Drive
PayPal

WORK EXPERIENCE

Multico Prime Power, Inc. | 2015 - 2016

PLANT ACCOUNTANT

- Processed Tax Filing to BIR
- Bank Reconciliation
- Reviewed and Checked Project Progress Reports
- Consolidated Data for Accounting and Managerial Reports

Shinryo (Philippines), Inc. | 2007 - 2009

PLANT ACCOUNTANT

- Managed Accounts Payable
- Oversaw Invoicing and Billing
- Processed Tax Filing to BIR
- Bank Reconciliation
- Handled Cash Flows and Transactions
- Answered Queries relating to Accounting

EDUCATION HISTORY

Palawan Sate University

- BBA - Management Accounting, 2002 - 2006

MST Connect PH Consultancy

- US Accounting 101, August 2024
- UK Accounting and Taxation 101, August 2024
- Financial Statement and Analysis & Auditing, August 2024

EZZAC Training Center - Online

- Virtual Bookkeeping, February 2024

Department of Tourism, R4A Philippines

- Filipino Brand of Service Excellence, August 2023