



# AILA MARIE MERTO

## PROFILE

I'm a finance pro who loves making sure everything adds up and runs smoothly. Right now, I manage payments and check invoices to keep things accurate for my clients. I've got experience handling all sorts of financial tasks, from managing bills and reports to conducting audits. I started out in admin roles, taking care of expenses and travel arrangements. I'm all about finding ways to simplify financial processes and keep everything on track.

## WORK EXPERIENCE

### INDEPENDENT CONTRACTOR

#### Virtual Accounts Payable Accountant

2024

- Invoice Verification - Review and validate all invoices for accuracy, including vendor details, services or goods provided, and amounts.
- Ensure Timely Bill Payments - Ensure all bills are paid promptly, securing necessary approvals from Head Managers and the Board.
- Bank Reconciliation - Reconcile bank statements with internal records to confirm accuracy and address any discrepancies.
- Budget Monitoring and Reporting - Analyze monthly budget reports to track overhead expenses, identifying and reporting any variances to Head Managers.

### SPEED EXPRESS TRANSPORT SERVICES INC. - LOGISTICS COMPANY

#### Finance Admin / Warehouse Admin

2022- 2024

- Finance and Administrative Skills: Manage financial activities such as cash advances, reimbursements, and petty cash, and take care of office supplies and coordinating with third parties for permits and services.
- Managing Cash Collections: Collect and reconcile daily cash on delivery (COD) payments, ensuring accuracy and reporting any discrepancies to management.
- Customer Service Representative (CSR): Manage support tickets from sellers, receivers, and e-commerce platforms. Provide necessary proof and assistance for resolving issues.
- Customer Shipment Management: Take care of customer shipments to make sure they follow company rules.
- Inventory Management: Keep track of daily incoming and outgoing packages. Check for any undelivered items, manage returns or rescheduling, and create daily reports.

### PH GLOBAL JET EXPRESS INC. - LOGISTICS COMPANY

#### Senior Finance Associate

2020- 2022

- Financial Audits - Conduct audits at each branch to evaluate financial transactions and supporting documents, ensuring they meet company standards. Review essential transaction records and operational documents.
- Staff and Management Interviews - Conduct interviews with branch management and staff to identify operational challenges and gather insights for potential improvements.
- Creating and Implementing Action Plans: Work with branch management to develop and carry out plans based on audit findings to solve identified issues.
- Audit Documentation and Reporting - Maintain comprehensive records of audit workpapers and supporting documentation, and present detailed findings and recommendations to upper management.

### PUREGOLD PRICE CLUB INC. - MERCHANDISING COMPANY

#### Administrative Staff

2019- 2020

- Cash Advances and Reimbursements Administration - Manage cash advances, process reimbursements, and handle liquidations, ensuring everything is documented and compliant with policies.
- Accounts Payable - Prepare and present a monthly report on Accounts Payable transactions to management.
- Administrative and Operational Support: - Handle incoming calls, organize meetings and events, providing general support to staff and managers to keep operations running smoothly. Keep track of office supplies, equipment, and furniture, ensuring everything is well-maintained
- Non-Trade Inquiries and Compliance - Address and resolve non-trade inquiries and manage yearly permits to ensure we meet all regulatory requirements.
- Business Travel and Accommodation Coordination - Coordinate employee business travel, including booking accommodations, arranging transportation, and preparing detailed itineraries and expense reports.

## REFERENCES

**Alfonso Joel Gonzales**  
Independent Contractor

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**Cyril Maga**

Operations Manager - Speed Express  
Transport Services Inc.

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San Fernando Sta  
Cruz Zambales

## EDUCATION

Bachelor of Science in  
Accounting Technology  
Northern Zambales College Inc.  
2015-2019

High School  
San Fernando High School  
2011-2015

## EXPERTISE

Administrative  
Support  
Finance and  
Accounting  
Data Entry  
Customer Service  
Organizational  
Skills

## LANGUAGE

English  
Filipino