

# AIMELYN FLORES




## SUMMARY


Highly motivated and detail-oriented accounting professional with over five years of experience in managing financial records, preparing financial statements, and conducting audits. Proficient in using accounting software such as QuickBooks, Xero, and Infor. Known for strong analytical skills, accuracy, and a commitment to maintaining financial integrity. Seeking to leverage my expertise to contribute to the financial success.

## CONTACT

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 Lot 35 Blk 1 East  
Meridian Residences, San  
Isidro, Rodriguez, Rizal

## EDUCATION

### QUEZON CITY POLYTECHNIC UNIVERSITY

Bachelor of Science in  
Entrepreneurship

## CERTIFICATIONS

- QuickBooks Online Certification (International & Accountant)
- Xero Advisor Certified (Expires Dec. 2025)
- Acumatica Cloud ERP
- AWS SysOps Associate: Securing AWS Resources & Data
- SRE Emergency & Incident Response: Responding to Emergencies Resources & Data

## RELEVANT SKILLS

- Customer Service
- Sales
- Data Entry
- Office administrative
- Accounting Tasks
- Technical Proficiency, [Familiarity with tools like Microsoft Office, GSuite, Accounting Software's (e.g., QuickBooks Online, Xero, Microsoft Business Central etc.), and communication platforms (e.g., Zoom, Teams)]

## WORK EXPERIENCE

### ACCOUNTS PAYABLE | ACCENTURE, INC.

#### JULY 2023 - OCTOBER 2024

- Timely and accurate billing and processing of invoices, managing purchase and non-purchase orders and two-way and three-way matching of invoices.
- Handled AP Aging Reconciliation and prepared financial reports.
- Maintained organized filing systems for easy access to financial records, supporting efficient auditing processes. Ensured timely approval of invoices by monitoring outstanding items and following up with approvers as needed.

### PRODUCT CONSULTANT - MUSTARD SEED SYSTEMS CORP.

#### MARCH 2022 - MAY 2023

- Handled customer inquiries, provided product information, and created proposals.
- Visited clients, evaluated requirements, and provided advisory services.
- Used CRM systems for tracking and in-house systems for ticket management.
- Conducted product presentations on various accounting software.

### TREASURY STAFF - PHIL. BRITISH ASSURANCE CO., INC.

#### DECEMBER 2019 - FEBRUARY 2022



- Maintained financial records, conducted cash counting, and reconciled bank deposits.
- Prepared and communicated daily banking activities, issued checks, and documented transactions.
- Used company-developed systems for financial tasks.



### ASST. SECRETARY/ SALES STAFF - AUTOSUPPLY.PH


#### JUNE 2019 - DECEMBER 2019

- Coordinated meetings, maintained calendars, and assisted with travel arrangements.
- Answered phone calls and emails, responding to inquiries and forwarding messages. Used Google Apps and Excel to streamline tasks.
- Performed office duties and managed daily operations.

## REFERENCES

- ✓ Marjorie Inocencio - Team Lead  
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(Phil. British Assurance Co., Inc.)

- ✓ RJ De Guzman - SBA  
Manager  
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- ✓ Marianne Loyola - Service  
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(Accenture, Inc.)