

# LIEZEL ALIGAM BURLAT

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## **OBJECTIVE:**

To become a part of an organization that offers great opportunities that will utilize my academic training, skills, abilities and knowledge, while making a significant contribution to the success of the company. As well as to be identified with a reward of not only financial remuneration but also career advancement due to exceptional performance.

## **PERSONAL SUMMARY:**

Highly- organized, motivated and dedicated individual with 10+ years of work experience in finance and accounting. With strong work ethics as one of my greatest strengths which makes me very effective in every role that I am assigned to. Always seeking for new learnings and challenges to become more advantageous and flexible. I value trust, integrity, respect and company's best interest.

## **PROFESSIONAL EXPERIENCE:**

### **Personiv Philippines**

August 23, 2021 – Present

#### **Position: Accounting Executive**

##### **Responsibilities:**

- Responsible for the accuracy of AR- billing transactions of assigned US client
- Thorough checking of completeness of documents and necessary information of customers through EDI (Electronic Data Interchange)
- Performs data entry of billing in SAGE Accounting
- Handling 4 regions; Central, East, Northwest and West Texas
- Work closely and communicates with US counterparts (regional billing managers) in carrying out AR- billing activities, and addressing issues and concerns
- Assists every month- end closing
- SME (Subject Matter Expert) Team Lead of billing
- Performs other duties that may assign from time to time

### **Infinit- O Manila Inc.**

January 27, 2020 – September 05, 2021

#### **Position: Finance Admin Assistant**

##### **Responsibilities:**

- In- depth analysis and checking of documents to ensure that complete requirements are met before billing
- Processed data entry of all necessary and critical information of customers in Oracle E- Business Suite
- Generates invoices using PFW (Platinum for Windows)
- Processed credit memo, debit memo and manual invoice requests
- Countering of invoices to collections team
- Generates AR- interface report and sales journal
- Communicates with customers via phone and email
- Investigates and resolves customers' queries
- Maintains internal update of files and records of AR- invoices and AP- vouchers, both hard and soft copy
- Coordinates with external audit as required
- Assists every month- end closing
- Participates with the inventory activities of business support
- Other special, operation or administrative tasks applicable/required/requested by the client/management

### **Puregold Price Club Inc.**

August 16, 2010 – December 05, 2019

#### **Position: Inventory Control Staff**

##### **Responsibilities:**

- Conducts cycle counts and reconciliation analysis on high- risk items to determine efficiency on inventory management of store operations
- Conducts investigation and verification of discrepancies found in inventory and provide necessary adjustments to maintain accuracy of system balance versus actual item
- Analyze stocks with negative inventory on a daily basis
- Generates aging and no sales report to assists store operations in providing resolutions on slow moving items
- Performs checking and witnessing of wholesale and transfer transactions
- Process inventory adjustments and posting of counts
- Generates shrinkage report and other inventory related reports
- Daily checking of RTV (Return to Vendor) report
- Maintains files and records of inventory related documents

- Handled 9 store branches
- Facilitates and lead annual inventory
- Performed other duties assigned from time to time

**LANGUAGE:**

- Tagalog – Native (written and verbal)
- English – Professional (written and verbal)

**ACADEMIC QUALIFICATION:**

**Dr. Filemon C. Aguilar Memorial College of Las Piñas**  
**Bachelor of Science in Business Administration Major in**  
**Business Economics**

April 13, 2006 – April 13, 2010

**SKILLS AND ABILITIES:**

- Knowledgeable in SAGE Accounting, Citrix Workspace, Oracle E- Business Suite, PFW (Platinum for Windows) and JDA MMS
- Experienced in AR- billing & invoicing and, inventory control
- Proficient in Microsoft Office software applications
- Ability to perform various administrative tasks
- Strong analytical skills
- Excellent communication skills, both written and verbal
- Ability to prioritize tasks and manage time well, with keen attention to details and utilizing decision- making skills
- Excellent team player and building capabilities
- Ability to handle high- volume of transactions accurately and under pressure
- Sound knowledge of relevant systems navigation and processes
- Ability to work in a fast- paced environment with numerous deadlines
- Fast and accurate data entry skills

**TRAININGS/CERTIFICATIONS:**

- **QuickBooks Online International Certification** (Oct. 29, 2022) – Intuit QuickBooks
- **RPA & Intelligent Automation** (February 28, 2022) – University of Toronto Rotman School of Management Executive Programs
- **Getting Grounded on Analytics** (July 03, 2021) – Development Academy of the Philippines under Project SPARTA

**ACHIEVEMENTS:**

- **Top Performer for October 2022** (Dec. 01, 2022) – Personiv Philippines
- **Q3 Caliber Awardee** (Nov. 16, 2022) – Personiv Philippines
- **Top Performer for Q3** (Oct. 20, 2022) – Personiv Philippines
- **Top Performer for Q2** (July 21, 2022) – Personiv Philippines
- **Top Performer for Q1-2021** (May 07, 2021) – Infnit- O Manila Inc.