

Maria Rica Pamplona

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Iba, Zambales Philippines 2201

PROFESSIONAL SUMMARY

As an accounting professional with 6 years of experience, I possess a strong foundation in accounting software such as Quickbooks, Sage, and Peachtree, as well as advanced proficiency in Excel. I am a continuous learner, keeping up with the latest technologies and trends in the industry, and have strong analytical and problem-solving skills. My adaptable nature allows me to handle new challenges with ease, ensuring accurate and efficient financial management.

KEY COMPETENCIES

Attention to detail
Analytical skills
Client relationships

Financial reporting
Technical proficiency
Time management

Adaptability
Communication
Continuous learning

PROFESSIONAL EXPERIENCE

AIRR Labs Inc.
Finance Associate

May 2022 - Jan 2023

- The job involves overseeing accounting records, verifying purchases, creating invoices, and managing payments.
- Provides precise matching of settlement and payouts with the corresponding brand and generates appropriate documentation.
- Ensure accounting transactions are appropriately identified and coded and any issues are promptly resolved
- Collaborate with the assigned brand to reconcile any accounting discrepancies.

A-Solutions Online Stores Inc.
Accounting Associate

Nov 2019 - Apr 2022

- The daily duties involve reviewing cash, sales reports, and other transactions;
- The task involves reconciling accounts to ensure that payments are received and accurately recorded;
- Prepares Liquidation Report on Petty Cash Fund and other advances;
- Creates sales and billing statements for our customers and sends them out in a timely manner;
- Coordinate with internal auditors and answered all related queries and prepare associate reports on the same.

Primearc Inc.
Finance Analyst

January 2017 - May 2017

- Provides support in the preparation of compliance with financial frameworks, policies, systems, and procedures.
Prepares financial statements and other required reports for clients.
- Conduct independent assessments of organizations' financial statements and disclosures.

A-Solutions Online Stores Inc.

May 2015 - Oct 2016

Accounting Associate

- Responsible for updating the Manual Books of Accounts (Cash Disbursement Journal, Cash Receipt Journal, General Journal, & General Ledger) of the company in compliance with BIR requirements;
 - Coordinate with internal auditors and answered all related queries and prepare associate reports on same;
 - Prepare Journal Entries for accrual and book adjustments seeing to it that accounting entries conform with the company's accounting procedures and that the recording of transactions corresponds with the date of the transaction;
 - Oversee trial balance and ensure the correctness of transactions of each account.
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EDUCATION

Philippine School of Business Administration • Manila, Philippines

Bachelor of Science in Accountancy

University of the East • Manila

Bachelor of Science in Accounting Technology

CERTIFICATE

Certified Quickbooks Pro Advisor

National Institute of Accounting Technicians Part 1 Exam- Certified Bookkeeper Passer
