

ESGUERRA, THRICIA MAE U.

☎ 0927-469-3924

✉ esguerrathriciamae@gmail.com

📍 Tinajeros, Malabon City

Education

BACHELOR OF SCIENCE IN ACCOUNTANCY

2022

Philippine School of Business Administration | Manila

BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY

2019

Our Lady of Fatima University | Valenzuela

Work

ACCOUNTING SPECIALIST

2024 - Present

- Maintain accurate records of sales, payables, and deposits.
- Verify the correctness of payments and amounts.
- Utilize spreadsheets, sales, and purchase ledgers, as well as journals.
- Document and organize cash transactions.
- Ensure timely reconciliation of accounts (including bank and credit card transactions).
- Conduct analysis of financial data to detect any inconsistencies.
- Prepare financial reports as required.
- Support the accounting department with various tasks.
- Adhere to established standards, procedures, and legal requirements.
- Stay updated on industry knowledge and practices.
- Safeguard financial information to maintain confidentiality.

ACCOUNTING SPECIALIST

Southeast Asia Retail Inc | Manila

2022-2024

- Ensured daily reconciliation of e-commerce sales audits for accurate financial records.
- Managed various e-commerce financial transactions, including processing sales revenue, refunds, and handling chargebacks.
- Tracked and managed incoming payments from e-commerce channels to maintain cash flow accuracy.
- Prepared and monitored bank reconciliation statements to resolve discrepancies.
- Conducted general ledger account reconciliations to ensure compliance and data integrity.
- Managed SAP entries on a weekly and monthly basis for updated financial records.
- Created accounts payable vouchers to ensure timely invoice payments.
- Provided weekly reports on overdue payments to support collections efforts.

- Prepared BIR 2307 forms to meet tax regulations.
- Generated accounts receivable aging reports to track outstanding balances.
- Supported yearly audit coordination for compliance.
- Collaborated with various teams to boost e-commerce financial performance and foster growth.
- Provided weekly reports on overdue payments to support collections efforts.

BILLING & COLLECTION STAFF

NMC Ship Agency & Brokerage Inc | Manila

2021-2022

- Proficient in collections procedures, including communicating with clients about overdue payments, negotiating repayment plans, and resolving billing discrepancies promptly.
- Ensured clients are kept informed of their outstanding balances by regularly sending out Statement of Accounts.
- Demonstrated experience in meticulous record-keeping of billing and collection activities, maintaining accuracy and adherence to company protocols.
- Responsible for preparing weekly and monthly entries in SAP.
- Contributed to Yearly Audit Schedule and generated monthly reports as part of audit preparation.
- Demonstrated expertise in analyzing aging reports, identifying accounts in arrears, and implementing effective strategies to reduce outstanding balances.
- Possess strong communication and interpersonal skills, enabling successful interaction with clients to address billing inquiries and swiftly resolve payment issues.

Seminar

TAX UPDATES AND TAX PRACTICE

PHILIPPINE ASSOCIATION OF CERTIFIED TAX TECHNICIANS, INC.

Philippine Association of Certified Tax Technicians, Inc.

May 11 to June 2, 2024

QUICKBOOKS ONLINE ADVANCE TRAINING

2023

Skills

- Proficient in QuickBooks, Microsoft Office, and Google Drive.
- Skilled and Experienced with SAP System.
- Exceptional attention to detail and problem-solving skills.
- Demonstrates strong organizational and time management abilities.