

# Vanessa Mae Jeremias - Conquilla

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## Qualifications

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➤ **Career Service Professional**

*November 2018*

- 80.81% rating

## Education

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➤ **University of the East, Manila**

*2011-2014*

- Bachelor of Science in Accounting Technology

➤ **Polytechnic University of the Philippines**

*2010-2011*

- Bachelor of Science in Accounting Technology

➤ **St. Benedict School of Novaliches**

*2016-2010*

- Department Awardee

## Career Related Experiences

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➤ **Personal Collection Direct Selling Inc.**

• **Cost Accounting Associate/Inventory Controller**

*June 2016 – Present*

- Validation and monitoring of Manufacturing Order and Standard Production Report (MOSPR) from Third Party Manufacturer. Checking its variances and reconciling received items from company system. Providing monthly report of Third party Manufacturers' output report.
- Validation and approval of payment of Forwarders' bills based on their signed contract and approved rates. Providing monthly accrual report and aging summary.
- Participating in monthly and yearly inventory count at Third party manufacturers, warehouses, and branches.
- Monthly reconciliation of actual inventory count from Netsuite (book) record.
- Preparation and endorsement of claim forms and debit memo for charging to various warehouses.
- Entry of Finished Goods Inventory in Financial Statement and preparation of corresponding Balance Sheet schedule.
- Monthly Consolidation of transaction count from different system.
- Preparation and computation of monthly Branch Celebration Budget and Sales incentives.

• **Accounts Payable Non Trade Associate**

*September 2015 – June 2016*

- Third party employee thru **Kabraso Multipurpose Cooperative**
- Receiving and processing of company bills for utilities, cash advances, petty cash, reimbursements, trade and non trade suppliers.
- Monitoring and reconciling the processed bills in company system.

➤ **Pandayan Bookshop Inc**

*February 2015 – August 2015*

• **Sales Accounting Staff**

- Auditing and encoding of in-papers from branches.
- Validation of monthly sales report per branch and preparation of cahier's summary report.
- Auditing of affiliated credit cards records.

- **Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)** 2014
  - **On the Job Training**
    - Tallying of data in observation paper for ETSD-MGSS Department

### **Leadership and Other Certification**

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- **Diploma in Full Grace Studies** 2019
  - Emmanuel Ministry Institute
- **Sunday School Superintendent** 2017 – 2018
  - Novaliches Unida Evangelical Church
- **Certificate of Completion in Sunday School Administrators' Course** 2012
  - Iglesia Evangelica Unida De Cristo

### **Seminars and Trainings Attended**

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- Training on Understanding the Requirements of ISO 9001:2015 - Quality Management System 2022
- Workload Management for Personal Effectiveness 2019
- Privacy Management Program – Data Breach Management 2019
- 5S Home Orientation 2018
- Data Privacy Act of 2012 An Introduction 2018
- Building Wealth through Stock Market Investing 2019
- Career Development 101 2014
- Setting your Career Goal 2014
- Encantadia: Be Invaded by the Majestic World of Marketing 2014
- 1<sup>st</sup> Assembly to Business Education and Student 2013

### **Skills**

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- Windows Application Literate (MS Word, MS Excel, MS Power point)
- Netsuite System Literate
- Internet Proficient
- Good Communication Skills

### **Character Reference**

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- **Yolanda Palcat**  
**Personal Collection Direct Selling Inc**  
 Cost Accounting Manager  
 09178339178
  
- **Trixia Larla Torres**  
**Personal Collection Direct Selling Inc**  
 Inventory Accounting Manager/ Netsuite Administrator  
 09159021496

➤ **Diane De Guzman**  
**Personal Collection Direct Selling Inc**  
Cost Accounting Supervisor  
09557262285

➤ **Zairra-Mae Carlos**  
**Personal Collection Direct Selling Inc**  
Inventory Controller  
09065581803

➤ **Kaye Romano**  
**Pandayan Bookshop Inc**  
Sales Accounting Supervisor  
09158267793