



ELLA MAY V. ROS

EXPERIENCE

Jun 2023 – Present

Financial Accounting Sr Associate • IWG | Regus Philippines

Responsible for executing core accounting functions and ensuring financial accuracy across all corporate ledger accounts. Maintained comprehensive records and filing systems while preparing essential financial forms, documents, and reports. Demonstrated proficiency in managing day-to-day fiscal operations, including accounts payable, payroll processing, and assisting with timely tax filings. Supervised and tracked company expenses, performed thorough bank and account reconciliations, and actively identified and corrected data entry inaccuracies or financial errors. Consistently adhered to all established accounting rules, statutory regulations, and compliance standards while executing other operational duties as required.

Nov 2019 – Jun 2023

Accounting (Disbursement/AP) Associate • AllBank

Responsible for maintaining and monitoring corporate accounting books and ledger accounts to ensure total financial accuracy. Systematically performed extensive account reconciliations, identifying posting errors or floats, and actively correcting financial inaccuracies and discrepancies. Managed the end-to-end accounts payable process, including the preparation, verification, and maintenance of authorized corporate payments. Upheld organizational compliance by strictly adhering to all established accounting rules, statutory regulations, and internal filing policies. Additionally, handled general administrative tasks, efficiently managing office correspondence, scheduling appointments, and maintaining structured record systems.

Jul 2019 – Aug 2019

Accounting Assistant • CK Fashion Collection Corp.

Responsible for managing corporate disbursements and cash operations, which included preparing cheques, authorized payments, and associated financial reports in strict accordance with scheduled deadlines. Efficiently handled accounts payable functions by preparing and reconciling AP sub-ledger journals for monthly posting to the General Ledger. Routinely tracked and matched cash flows by entering and reconciling cashed cheques within the accounting software to maintain up-to-date and accurate financial records.

EDUCATION

New Era University, Quezon City

- Bachelor of Science in Business Administration major in Financial Management, 2019

REFERENCES

Available upon request.

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09054986273 | Rodriguez, Rizal

ABOUT ME

Versatile and organized Accounting and Administrative Professional with a strong background in monitoring financial books, executing payroll, and managing end-to-end accounts payable. Combines sharp analytical skills for identifying ledger discrepancies with exceptional administrative capabilities, including correspondence management and executive scheduling. A proactive problem-solver dedicated to maintaining strict compliance, absolute data accuracy, and smooth day-to-day office operations.

SKILLS

Bookkeeping & Financial Reporting, Accounts Payable & Receivable, Bank Reconciliation, Tax Preparation Support, Budgeting & Expense Tracking, Data Entry & File Management, Calendar & Email Management, Client Communication & Support, Microsoft Office & Google Workspace proficiency, QuickBooks and Excel Proficiency, Virtual Meeting & Scheduling Tools (Zoom, Trello, Slack), Time Management & Task Prioritization, Confidentiality & Attention to Detail, Independent & Remote Work Efficiency

OBJECTIVES

Organized and detail-oriented professional seeking to utilize my extensive accounting expertise and administrative skills to provide seamless operational, data management, and bookkeeping support.