

MARIANE PALAO FRANCISCO

LANZONES ST. PUROK 10-B ZONE 1 NORTH SIGNAL VILLAGE TAGUIG CITY

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Objectives

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

Experience

Order Taking Representative November 2, 2021 – May 15, 2022
TSD Global

Job Responsibilities

- Taking orders from customers

Audit Staff ▪ May 30, 2016 – October 16, 2016
COMGLASCO AGUILA GLASS CORPORATION. ▪ Sucat, Parañaque City

Job Responsibilities

- Checking of Head Office and Branches weekly E-hire.
- Checking of Billing (Globe Telecom).
- Checking of Liquidations (Head Office and Branches).
- Checking of Petty Cash (All Branches).
- Checking of Request per Branches (e.g., payment for electricity)
- Audit Field works.
- Comprehensive Audit Report

Audit Staff ▪ June 24, 2014 – December 16, 2014
CYMAR INTERNATIONAL INC. ▪ 1ST Avenue Sta. Maria Industrial Subdivision Bagumbayan Taguig City

Job Responsibilities

- Check Raw Materials/Production Materials deliveries.
- Audit Field works
- Checking of Inventory Count
- Monthly Average Sales monitoring
- Checking of incoming and outgoing gate pass
- Checking of Company Sale
- Notice of Return Report

Accounts Payable Analyst ▪ August 5, 2013 – June 22, 2014
ACCENTURE ▪ 3rd Floor Robinsons Pioneer, Mandaluyong City

Job Responsibilities

- Receive and validate all Urgent Manual Payments.
- Process all Urgent Manual Payments
- Run Automatic Payment for Lubes
- Sending reports for all Manual Payments every Monday
- Posting of Manual Closing for Intercompany Invoices

Intercompany Analyst - Corporate ▪ May 1, 2013 – August 2, 2013
ACCENTURE ▪ 3rd Floor Robinsons Pioneer, Mandaluyong City

Job Responsibilities

- Daily reconciliation for Corporate and Other Corporate Companies
- Posting entries to Corporate Companies
- Monthly reconciliation
- Posting and reversing J2 entries

Intercompany Analyst - NAFCO ▪ November 26, 2012 – April 31, 2013
ACCENTURE ▪ 3rd Floor Robinsons Pioneer, Mandaluyong City

Job Responsibilities

- Daily reconciliation for NAFCO Account
- Sending entries to different Intercompany Analyst

- Monthly reconciliation for NAFCO
- Posting Interest Entries

Accounting Assistant ▪ June 22, 2011 – November 10, 2011
BUILDING CARE CORPORATION – AIRPHIL EXPRESS ▪ R1 Hangar 1 APC Gate 1 Andrews Avenue,
Nichols Pasay City

Job Responsibilities

- Receive and validate billings (Telecommunications, Other Communications Purchased, Rentals, Reservations, Reproduction Expenses and Utilities)
- Process invoices and update all monitoring sheet and prepare account reconciliation
- Prepare Accruals and Reversals for monthly financial statement
- Monthly reconciliation.

Skills

- Accounting Skills
- Computer Skills (Proficient in Windows Application: MS WORD, EXCEL and POWER POINT)

Education

Central Colleges of the Philippines
2009 - 2011 ▪ Bachelor of Science in Accountancy

Jose Rizal University
2007 - 2009 ▪ Bachelor of Science in Accountancy

Sto. Niño Catholic School
1998 - 2002 ▪ 1st year to 4th year

Em's Signal Village Elementary School
1996 - 1998 ▪ Grade 4 to Grade 6

Sto. Niño Catholic School
1992 - 1996 ▪ Grade 1 to Grade 3

References

Marilette S. Manalo

Associate Manager-RTR
Accenture Operations (Manila)
0917-52-86-81

Jheff-rey C. Florentino

A/P – Global Payments Supervisor
Accenture Operations (Manila)
0917-825-93-46

Mary Anne C. Bantog

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