

## GLADYS MAUYAB TALISAY

Davao City, Philippines

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### PROFESSIONAL SUMMARY

Detail-oriented Accounting Assistant with 6+ years of experience in accounts receivable, accounts payable, financial reporting, and audit support. Skilled in invoice processing, account reconciliation, and month-end closing. Proficient in QuickBooks and hotel accounting systems. Proven ability to maintain accurate financial records, meet deadlines, and support internal and external audits.

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### SKILLS

Accounts Receivable (AR)  
Accounts Payable (AP)  
Invoice Processing & Verification  
Support Account Reconciliation  
Support Month-End Closing  
Support Financial Reporting  
QuickBooks (basic)  
Vendor & Supplier Coordination  
Audit Support  
Inventory Management Support  
Document Control

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### PROFESSIONAL EXPERIENCE

#### Accounts Receivable Specialist

Panorama Summit Hotel – Davao City, Philippines

October 2025 – Present

- Processed and verified invoices for guests, corporate clients, and travel agencies
- Monitored accounts receivable balances and followed up on overdue accounts to ensure timely collections
- Reviewed billing transactions including room charges, taxes, and food & beverage entries for accuracy
- Resolved billing discrepancies by coordinating with front office, reservations, and sales teams
- Prepared accounts receivable aging reports and supported financial reporting
- Assisted in account reconciliation and month-end closing activities
- Maintained accurate documentation for audits and compliance

#### Accounting Assistant

Italizza Pasta Food Inc. (Jollibee Franchise) – Davao City, Philippines

December 2018 – August 2025

- Recorded financial transactions, supplier invoices, payroll, and tax entries using QuickBooks (basic)
  - Prepared expense reports, deposit slips, and financial documentation in compliance with internal controls
  - Supported audits and inventory management by reconciling sales, purchases, and store records
  - Coordinated with suppliers regarding purchase orders, deliveries, and billing issues
  - Managed accounts payable processes, including payments, utilities, and remittances
  - Ensured timely submission of reports and compliance with monthly deadlines
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### EDUCATION

Bachelor of Science in Agricultural Business

Kolehiyo ng Pantukan – Juan A. Sarenas Campus

Pantukan, Davao de Oro, Philippines

Graduated: 2018

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### REFERENCES

Available upon request