

ALGAY JEROME N. REPATO

ACCOUNTING CLERK/ACCOUNTS PAYABLE SPECIALIST



CONTACT

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Philippines 1747

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CORE COMPETENCIES

Accounts Payable

- Invoice Processing
- Vendor Relations
- Data Entry & Record Management
- Financial Documentation
- Invoice Verification
- Email & Correspondence Management
- Tax Documentation Support
- Microsoft Excel
- Microsoft Office Suite
- Research & Administrative Support
- Process Improvement
- Remote Work Operations
- Attention to Detail
- Time Management
- Quickbooks Desktop
- Rent Manager



PROFILE

Detail-oriented Accounting Clerk and Accounts Payable Specialist with 6+ years of experience in invoice processing, vendor management, financial record maintenance, account reconciliation support, and administrative operations. Proven ability to manage high-volume transactions, maintain accurate financial records, coordinate with vendors and government agencies, and ensure compliance with company policies and procedures. Proficient in data entry, document management, accounts payable processes, and cross-functional communication in remote and office-based environments.



WORK EXPERIENCE

ACCOUNTING CLERK / ACCOUNTS PAYABLE SPECIALIST MyOutDesk LLC (Remote) | Sacramento, CA, USA

Accounting Clerk/Accounts Payable Specialist AUGUST 2020 - MAY 2026

- Process and manage high-volume invoices while ensuring accuracy and timely payment processing.
- Maintain accounts payable records, vendor files, and financial documentation in accordance with company policies.
- Perform data entry, reconciliation, and validation of accounting information across multiple systems.
- Manage shared email inboxes, prioritizing inquiries and responding to vendor and internal stakeholder requests.
- Coordinate with utility vendors and service providers regarding billing, payments, and account concerns.
- Communicate with municipal offices regarding tax-related inquiries and documentation requirements.
- Conduct research, mapping, and ad hoc administrative projects to support business operations.
- Ensure compliance with established accounting procedures and internal controls.
- Key Skills: Accounts Payable, Invoice Processing, Vendor Management, Data Entry, Financial Administration, Tax Coordination, Email Management, Research & Analysis

LANGUAGES

- Filipino (Native)
- English (Fluent)

REFERENCE

Kara Ayala

Park Place Communities
Management LLC.

Email : kara@parkplacecommunities.com

Deb Norton

Senior Accountant
Park Place Communities
Management LLC.

Email: debnorton46@yahoo.com

Judith Nicolasora

AVP- Operations
WNS Global Services Incorporated

Phone: 123-456-7890



ASSISTANT MANAGER - OPERATIONS

WNS Global Services Inc. March 2019 - January 2020

- • Managed daily operational activities and monitored team performance against established KPIs.
- • Prepared reports, maintained operational records, and ensured compliance with company procedures.
- • Conducted quality reviews and process audits to maintain service standards.
- • Collaborated with multiple departments to resolve operational concerns and improve workflow efficiency.
- Developed strong organizational, analytical, and documentation management skills applicable to accounting operations.

Team Leader- Operations

Concentrix Philippines (Formerly Convergys Philippines Services Corporation) - Alabang, Muntinlupa City, PH

May 4, 2018, to March 13, 2019 (Full Time)

DirectTV/AT&T

January 1, 2017, to March 1, 2018 (Seasonal Lead)

H&R Block

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SUBJECT MATTER EXPERT

Concentrix Philippines August 2015 - January 2017

- Provided process support and assisted with escalation management.
- Guided team members on policy compliance and documentation requirements.
- Supported training initiatives and process standardization efforts.



CUSTOMER SERVICE REPRESENTATIVE - BILLING & GENERAL INQUIRIES

Concentrix Philippines March 2011 - August 2015

- Assisted customers with billing inquiries, account reviews, and payment-related concerns.
- Maintained accurate account records and documented customer interactions.
- Developed strong customer communication, problem-solving, and account management skills.



EDUCATION

Bachelor of Arts in Philosophy

2006 - 2010

Rogationist Seminary College- Manila