

Vida [REDACTED]



## **EDUCATIONAL BACKGROUND**

**BSBA Major in Marketing Management**

2010-2014

## **WORK EXPERIENCE**

**GEA Pilipinas Inc.**

**Accounts Payable Senior Analyst**

**July 2022- June 2023**

- Review of Intercompany Reconciliation
- Review of Direct Debit Transactions
- Review of Outstanding Checks
- Send AP Ageing Report
- Handling of Vendor Master Data Modification
- Review of AP Debit
- Prepare Payment Proposal
- Entity Handling Vendor Inquiries
- Process Urgent Payment Request

**Tenet Global Business Center**

**Accounts Payable Senior Analyst**

**July 2020- June 2022**

- Lead Facility Calls
- Handling of Volume and Ageing Report
- Process Invoices and Urgent Request
- Handling of Statement of Account Reconciliation
- Point of Contact for the Facility

**Goodyear Regional Business Services**

**Invoice Specialist**

**January 2019- July 2020**

- Pro-actively handling queries and emails from local SMEs
- Process Invoices for France

- Actively Participating on different projects for continuous improvement

## **Accenture**

### **Transaction Invoice Associate**

**February 2016- December 2018**

- Ensuring the PTP process strategy is implemented and fully optimized within the company
- Engages with Invoice Processing Team to ensure that PTP processes comply with company standards
- Actively participating in the continuous improvement of global policies
- Communicating with and influencing key stakeholders to ensure mutual understanding
- Works closely with tower leads and SMEs with regards to the design of processes
- Ensuring that PTP processes are highly delivered
- Subject Master expert for US and Canada invoice processing
- Process invoices for US and Canada

## **SKILLS**

- Accounting Skills using SAP, Microsoft Dynamics, Workday
- People Management
- People Engagement