**Arlissa C. Sanchez**

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**OBJECTIVE:** To pursue a highly challenging career where I can apply my knowledge and creativity, acquire new skills and contribute effectively to the organization.

**PERSONAL DATA:**

Age: 22

Date of Birth: September 04, 1991

Gender: Female

Civil Status: Single

Height: 5’6

Weight: 63 kg

Nationality: Filipino

**EDUCATION:**

Education Level: Bachelor’s Degree

Education Field: Information Technology

Course: Bachelor of Science in Computer Science

School/University: STI College Caloocan

Date: June 2007 – May 2011

**WORK EXPERIENCE:**

Position: Data Analyst (AP Invoice Processing Senior Specialist)

Duration: June, 2011 – February, 2014

Company: Accenture Inc.

Industry: BPO

Location: Global 1 Bldg. Eastwood City Libis, Quezon City

Department: Finance & Accounting BPO

Roles & Responsibilities:

* + Processes transactions of medium to difficult complexity
  + Processes pre-coded invoices, including those with and without a purchase order. Invoice Processor may be required to process one or all of these types of invoices (with PO, without PO).
  + Timely processing of stock/non-stock, PO/non-PO invoices, also includes debit/credit notes and affiliate invoices.
  + Ensures that all invoices assigned are properly accounted for at the end of each business day.
  + Complies with all client published policies and procedures and any legal and regulatory requirements that the company is obliged to adhere to.

Position: Accounts Payable Bank Reconciliation Specialist

Duration: February, 2014 - Present

Company: Concentrix Corp.

Industry: Accounts Payable

Location: Techno Plaza 2 Eastwood City Libis, Quezon City

Department: Shared Services

Roles & Responsibilities:

* Reconciles processed work by verifying entries and comparing system reports to balances.
* Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
* Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
* Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
* Maintains accounting ledgers by verifying and posting account transactions.
* Verifies vendor accounts by reconciling monthly statements and related transactions.
* Maintains historical records by microfilming and filing documents.
* Disburses petty cash by recording entry; verifying documentation.
* Reports sales taxes by calculating requirements on paid invoices.
* Protects organization's value by keeping information confidential.
* Updates job knowledge by participating in educational opportunities.
* Accomplishes accounting and organization mission by completing related results as needed.

**CAPABILITIES:**

* Excellent Communication Skills
* Computer literate
* Demonstrates knowledge of processes and related systems in order to effectively perform acquired responsibilities.
* Process transactions for relevant business processes in various systems and tracking tools.
* Solves problems by precedent and reference detailed instructions and procedural documents.
* Escalates issues and seek advice when faced with complex issues and problems.
* Coaches and developed team member’s knowledge and skill
* Expert in real time and performance management.
* Expert in Software Application (MS Excel, MS PowerPoint, MS Word)
* Accustomed to long work hours

**ACHEIVEMENT:**

* Consistent Top Performer (October 2011- March 2013)
  + Value Creator
  + People Developer
  + Business Operator
  + Drives to add value
  + Maximizes Team Performance
  + Organizes Quality Work Efforts
* Best in Account Management
* Best in Team Compliance (2012-2013)
* Workforce Management Team Leader (April- June 2013)
* Best in Quality (December 2013)
* Most Valuable Performer (MVP) of the month (December 2013)

**SEMINARS AND TRAINING:**

* Youth Congress, 2008, 2009, 2010, 2011
* National Youth Convention, 2011
* The Bigger Picture BPO, 2012
* Writing with Precision BPO, 2012
* 4th Generation BPO and Innovation, 2012
* Business Grammar Essentials: Understanding Writing Mechanics, 2012
* Managing my Metrics, 2013
* Business Continuity Management Overview and Awareness Session, 2013
* Business Writing Essentials: The Writing Process
* Information Security, 2013
* Operational Excellence, 2013
* Respecting the Confidential Information and Intellectual Property of Others,2013
* Core Skill Development, 2013

**REFERENCES:**

Available upon request