

LEAH CABRERA DE VILLA

ACCOUNTANT

+63 995 4602915 | LEIA2G_S@YAHOO.COM | WWW.FACEBOOK.COM/LEIA.CABRERA
BLK.5 LOT 16 CYBERGREENS SUBDIVISION BRGY SANTIAGO GENERAL TRIAS CAVITE

BACKGROUND

- A SEASONED GENERAL ACCOUNTANT WITH 15 YEARS OF EXPERIENCE IN VARIOUS ACCOUNTING ROLES WITHIN DIFFERENT BUSINESS INDUSTRIES BOTH LOCAL AND OVERSEAS.
- 3 YEARS EXPERIENCE IN BPO INDUSTRY WITH VARIOUS LINE OF BUSINESS, ACCOUNTS AND CAMPAIGNS.
- CERTIFIED PROADVISOR FOR BOTH QUICKBOOKS AND XERO ACCOUNTING SOFTWARES

EDUCATION

- BACHELOR OF SCIENCE IN COMMERCE MAJOR IN FINANCIAL ACCOUNTING
Far Eastern University, 1999-2003

EXPERIENCE

Optum Global Advantage
Aug 2022 – July 18, 2024
Customer Service Representative

COMPANY PROFILE: A BPO Company that deals with Health Insurance Billing and payments for both insurance holders and insurance and medical services providers in the United States

JOB DESCRIPTION:

Customer service that deals with the issues and concerns of both insurance holders and health providers particularly in billing and payments.

JOB RESPONSIBILITIES

- ✓ Answer phone calls, and assist both insurance holders, their families including the health providers in dealing with their issues on billing and payment, website access, claims and eligibility and other health care issues that involves their insurance and health care providers.

Full Potential Solutions
Feb 2022 – Aug 2022
Customer Service Representative

COMPANY PROFILE: A BPO Company that deals with multiple companies in the US and Europe with variety of business entities.

JOB DESCRIPTION:

Handle a customer service duty that deals with the remittances concerns of customers from US, Europe, Australia and Singapore to different countries all over the world.

JOB RESPONSIBILITIES

- ✓ Answer phone calls, chat inquiry with different remittances concern such as complaints as well as simple trouble shooting
- ✓ Deal with back-office task that deals with remittances and customer bank accounts and personal identities that needs the highest level of privacy.

The Mentor Group Consultants & Co.
Sept 2020 – Dec 2021
Accounting Officer

COMPANY PROFILE: A BPO Company that deals with multiple companies in the US that handles medical supplies.

JOB DESCRIPTION:

Handle every accounting work in the company from bookkeeping to payroll duties as well as some HR matters.

JOB RESPONSIBILITIES

- ✓ Prepare bank transfers for the both operating and non-operating expenses such as subcontractors and monthly utilities.
- ✓ Maintains both Cash Disbursement Books and Cash Receipts Books both manual books of accounts and system wise book of accounts that was the main source of details for both Tax Payments and Financial Statements.
- ✓ Prepare and distribute payroll and deals with salary and benefit related concern by the employees.

ELITAGE GROUP
JANUARY 2020 – SEPTEMBER 2020
ACCOUNTING OFFICER

COMPANY PROFILE: A manufacturing company that deals with production and selling of LED lights and Solar Panels, with businesses both in the Philippines and South Korea.

JOB DESCRIPTION:

Handle every financial and accounting duties in the company from bookkeeping to tax filing and financial statement reporting as well as payroll duties.

JOB RESPONSIBILITIES

- ✓ Prepare payment vouchers and checks for the both operating and non-operating expenses such as subcontractors and monthly utilities.
- ✓ Maintains both Cash Disbursement Books and Cash Receipts Books both manual books of accounts and system wise book of accounts that was the main source of details for both Tax Payments and Financial Statements.
- ✓ Prepares and maintains monthly back-up schedules for the financial statements.
- ✓ Prepares and monitors monthly bank reconciliation for all the banks of the property.
- ✓ Prepares and monitors monthly Collection Efficiency.
- ✓ Prepares and monitors monthly Cash Position of the company.
- ✓ Prepares monthly Financial Reports and Financial Statements.
- ✓ Reports all the financials aspect of the monthly management report to the Board of Directors and Property management.
- ✓ Pay and distribute payroll.

TASK US PHILIPPINES

JANUARY 2018 - JULY 2019

FINANCIAL INFORMATION ANALYST /BANK BACK-OFFICE SUPPORT

COMPANY PROFILE: A global outsourcing company that provides exceptional back-office support and customer care solutions to some of the world's most notable brands and disruptive companies.

JOB DESCRIPTION:

Part of the bank back-office support that deals with American bank customers processing and approving loan applications through thorough auditing of financial statements and other requirements submitted.

JOB RESPONSIBILITIES

- ✓ As Financial Information analyst and part of the loan processing department, we are responsible to audit financial statements and financial information submitted as requirements by the customer in the US.
- ✓ Communicate with different bank and credit union managers in the United States to be able to confirm and make sure that information about various customers were correct and valid and handled with great confidentiality to avoid any inconvenience and as per procedures.
- ✓ Create bank account for the customer in where they will receive the funds as well as where they will pay the loan.
- ✓ Additionally, we also handle customer service and act as mediator between the customers we are in charge in sending and answering E-mails from the customer regarding their issues or feedbacks either about the, services or comments they want to send about the company.

FPD ASIA PROPERTY MANAGEMENT INC.

APRIL 11, 2016 – DECEMBER 2017

Accounting Supervisor

COMPANY PROFILE: Property Management services company in the Philippines that provides customer-oriented, cost-effective, quality and excellent service in accordance with international standards to our clientele. Job Description:

Handle all financial aspect of the property including preparation of financial statement (e.g. Balance Sheet, Income Statements, Trial Balance, Collection Efficiency, Cash Position), back

up monthly reports, payment vouchers and tax related matters (e.g. filing of 1601-E Monthly Remittance Return of Creditable Income Taxes Withheld, 1604E: Annual Information Return of Creditable Income Taxes Withheld (Expanded)/ Income Payments Exempt from Withholding Taxes, 1702Q Quarterly Income Tax Return for Corporations, Partnerships and Other Non-Individual Taxpayers, 1702 Annual Income Tax Return BIR Form, 2550M Monthly Value-Added Tax Declaration, 2550Q Quarterly Value Added Tax Return)

JOB RESPONSIBILITIES:

- ✓ Prepare payment vouchers and checks for the both operating and non- operating expenses such as subcontractors and monthly utilities.
- ✓ Maintains both Cash Disbursement Books and Cash Receipts Books both manual books of accounts and system wise book of accounts that was the main source of details for both Tax Payments and Financial Statements.
- ✓ Prepares and maintains monthly back-up schedules for the financial statements.
- ✓ Prepares and monitors monthly bank reconciliation for all the banks of the property.
- ✓ Prepares and monitors monthly Collection Efficiency.
- ✓ Prepares and monitors monthly Cash Position of the company.
- ✓ Prepares monthly Financial Reports and Financial Statements.
- ✓ File and pay tax payments through BIR EFPS (i.e. 1601E, 1604E, 2550M, 2550Q, 1702Q, 0605)
- ✓ Reports all the financials aspect of the monthly management report to the Board of Directors and Property management.

CITYSPACE LLC

NOV 2008 – NOV 2015

Accounts Administrator

COMPANY PROFILE: An independent interior office design company specializing in corporate workplace solutions, creating inspiring office environments for our clients in Dubai, and throughout the Middle East including Abu Dhabi, Bahrain and Qatar and catering mostly to fortune 500 companies all over the world.

JOB DESCRIPTION:

Coordinate the bank account and cash transactions for both supplier/sub-contractor relationships and Cityspace LLC internal operations, as well as provide accounting support to the Financial Controller.

JOB RESPONSIBILITIES:

- ✓ Account entry transactions on purchases, all suppliers', vendors' and sub- contractors' billing/invoices.
- ✓ Prepare monthly Journal entries for the monthly amortization of prepayments, accruals of expenses, advances to vendors, telephone and petrol consumptions.
- ✓ Reconcile monthly bank statement against GL accounts.
- ✓ Process and issue checks for all supplier payments and all other related company disbursements.
- ✓ Handle the office petty cash funds, ensuring that cash balance is sufficient for daily cash requirement
- ✓ Update the schedules for advances accounts, prepayments, provisions and fixed assets accounts, on a monthly basis
- ✓ Prepare LPOs for airfares and other administrative purchases.
- ✓ Prepare project-wise LPO in assistance with the procurement administrator.

- ✓ Prepare quotation to clients in assistance with the financial controller.
- ✓ Prepare invoice to clients for advance payments and completed work in assistance with the financial controller.
- ✓ Deal with the PRO for employees' visa renewals and processing.
- ✓ Maintain 201 files for each company employees
- ✓ Filing and distribution - general correspondences, letters, bills/invoices and statements by customer/projects and vendors/suppliers.
- ✓ Handle and distribute incoming faxes
- ✓ Attend telephone calls, transfer and retrieval of the line from the answering service, as a back-up to the Office Administrator.

INNOVATIVE TECHNOLOGIES LTD.
SEPT 2004 – NOV 2008
Procurement Assistant

COMPANY PROFILE: An electrical and instrumentation controls and systems integration contractor with a significant track record as a major supplier of products and services to the international market.

JOB DESCRIPTION:

Mediator between different suppliers of both goods and services and the accounts department in settling balances outstanding of both parties such as balance deliveries and completion for the suppliers and outstanding payment for our accounts department.

JOB RESPONSIBILITIES:

- ✓ Promoted from Confidential Secretary to Procurement Clerk.
- ✓ Organized filing and monitoring of documents and information by creating systems and logs that facilitate smooth data handling later on.
- ✓ Pioneering not only on the purchasing process but on the entire administrative and operating process of the company overall, with the ability that trains new and incoming employees of the department.
- ✓ Can prepare and process average of 120 Purchase Orders a week on a daily basis.
- ✓ Can prepare and process average of 300 invoices a week on a daily basis.

EQUITABLE PCI BANK (MANILA, PHILIPPINES)
JULY 2003 – SEPT 2004
Financial Analyst

COMPANY PROFILE: One of the biggest Commercial and Savings Bank in the Philippines, that deals with all kinds of banking needs, from personal account to multinational or multi-company accounts.

JOB DESCRIPTION:

In charge in monitoring everyday transactions of Current and Savings Accounts of Branches and Reconciliation of the same to the General Ledger and Subsidiary Ledgers of the bank.

JOB RESPONSIBILITIES:

- ✓ Handling daily bank transactions and account reconciliation of over 20 branches within the day.
- ✓ In any absence of co-employee can relieve 7 additional branches' transactions within the day in addition to the normal branches handled.
- ✓ Been able to communicate and deal with top ranking officials of the branches such as the branch managers in a daily business just in case they need assistance and clarifications about their transactions.
- ✓ Maintaining a record of always keeping up with the deadlines of the day-to-day scope of work.

LR SPECIALIST BUILDER (MANILA PHILIPPINES)

APRIL 30, 2003 – JULY 14, 2003

BANK STATEMENT UNIT CLERK

COMPANY PROFILE: A contractual agency that deals with different clients which avail their manpower supply such as banks, hotels and restaurants and construction.

JOB RESPONSIBILITIES:

- ✓ Assigned to assist in preparation and verification for delivery of client's monthly Bank Statement issued by the bank.

CERTIFICATIONS

- Quickbooks Proadvisor Certificate
- Xero Proadvisor and Payroll Certificate
- Certificate of completion for Bookkeeping Training