

# SHIELA MARIE B. AGUILA

Antipolo del Sur, Lipa City, Batangas  
aguila\_shielamarie@yahoo.com  
09268045662



**OBJECTIVE** | To be associated with firm in which I can apply all knowledge and experience learned, with an opportunity for advancement and to work with other talented people who are dedicated to their organization's long-term success.

**EDUCATION** | **Tertiary:**     **De La Salle Lipa**  
Lipa City, Batangas  
Bachelor of Science in Accounting Technology  
2012-2016  
**Secondary:** **De La Salle Lipa**  
Lipa City, Batangas  
2007-2012

**EXPERIENCE** | **Student Assistant**  
De la Salle Lipa, Grade School Grade Moderators' Office  
Lipa City, Batangas  
2012-2016

**Intern**  
LIMCOMA Multi-Purpose Cooperative  
Lipa City Main Branch  
April – May 2015

**Bookkeeper**  
Goodwill Farm Enterprise  
San Jose, Batangas  
July 2016- March 2018

- Prepare payroll for weekly and bi-monthly basis
- Monitor and update the cost of feeds being produced
- Records Inventory (Eggs, Livestocks, Feeds Raw Materials, Finished Feeds)
- Records all sales transactions in daily basis
- Monitor Raw Materials Inventory level and inform the in-charged personnel if there is the need to place new orders
- Bank Reconciliation of monthly sales
- Prepare check vouchers for all disbursements (Feedmill Division)
- Feedmill Petty Cash Holder
- Prepare all month end reports for Feedmill and Operation (Eggs and Livestocks) Divisions
- Responsible for monthly audit of inventories
- Receive calls from collectors of raw materials purchased
- Prepare Sales Invoice of all outgoing feeds
- Acts as reliever of Cashier
- All around administrative staff

## **Credit and Collection Analyst / Accounts Receivable Staff**

Lucky 4A Corporation

Pinagkawitan, Lipa City

June 2018- July 2020

- Monitoring of unpaid Sales Invoices and making follow-up calls or text to customers with regards to their unsettled account.
- Assigned personnel to receive payments of past dated sales, for auditing purpose before remittance to Cashier.
- Authorized personnel to write appropriate details to blank check payments given by customers.
- Checking every detail of each check payments (from the check date until the account's holder signature).
- Responsible of preparing reports for daily cash and check deposits.
- Safe keeping of Post-Dated Checks collected within the week and generate weekly reports needed for Bank's PDC Warehousing.
- Preparing of bank request needed to hold checks on-hand or pull-out check payments under Bank's PDC Warehousing Program.
- Responsible of informing Sales Department and customers of any check payments that are needed to be replace and ask the customers on when and how will the check payment be replace.
- Safe keeping and auditing every detail of Sales Invoices from date up to signature of authorized person to receive the feeds purchased.
- Preparing of adjustment forms needed if there were any details of the Sales Invoice that should be replace.
- Auditing of every customer's requirement given by sales department (validity of IDs, specimen signature and other information).
- Safe keeping copies of Customer's Profiles and monitoring and making follow-up from Sales Department of those customers who have not yet completed their requirements.
- Assigned for responding to CI conducted by other companies to our existing customers who included us on their list of Trade Reference.
- Responsible for conducting CI to new customers through phone call, contact the bank where they have existing account to ask for the status of the said bank account and lastly, contact each of their Trade Reference to ask about the credibility of the said customer.
- Preparing Customer's Evaluation to existing customer who are requesting for additional credit limit or credit terms.
- Preparing Customer's Account Ledgers.
- Auditing and printing of Customer's Monthly and Annual Rebates.
- Answering customer's inquiries with regards to their account.
- Preparing Letters, SOA, Paid Sales Invoices, Bounced/Altered Check payments which were already replaced and Under/Overpayment Slip that are distributed to concerning customers.
- Coordinating and informing Sales Manager about customers with problem accounts.
- Assigned to monitor and put on-hold those customers with unsettled due accounts or incomplete requirements.
- Responsible for updating customers about their daily available credit limit.
- Daily Clearing/Bank Reconciliation.
- Preparing of report for weekly Trucking Services availed by Company.

- Preparing of Customer's Yearly Evaluation/Performance and Customer's Masterlist.
- Preparing of Monthly and Annual Reports such as Detailed Sales Book, Summarized Sales Book, Monthly Outstanding Account Report per Customer, Monthly Aging, Freight Report acquired from Sales, Monthly Returned Check Payments, Monthly Remittance Report and Summary of problems encountered from each customer.
- Book Binding of Sales Invoices per month (Hard Bound).
- By schedule, preparing of Minutes of the Meeting (Monthly meeting of Accounting Department).
- Updating Standard Operating Procedures of Credit and Collection Analyst/Accounts Receivables Section.
- Performs other duties and responsibilities from time to time.

**Co-Owner**

Ashlyn's Pharmacy

Rosario Batangas

September 2020 – Present

- Manage all business transactions.

**ELIGIBILITY | Certified Bookkeeper Exam Passer**

CAT Level 1

December 2015

**Civil Service Professional Exam Passer**

April 2016

**AFFILIATIONS | National Institute of Accounting Technicians in the Philippines**

Member, 2016 to Present

**National Federation- Junior Philippine Institute of Accountants**

De La Salle Lipa

Member, 2012 to 2016

**SEMINAR AND TRAINING ATTENDED | 9<sup>th</sup> BROTHER PRESIDENT'S CUP ACCESS 2015: Roadmapping the Future of the Accounting Profession**

De La Salle Lipa, Sentrum

November 28, 2015

**Completion of Training Course in "SAP (System Applications Product) Business One"**

De La Salle Lipa

March 2015

**CROSSROADS: The Multiple Facets of the Accounting Profession**

De La Salle Lipa, Sentrum

December 14, 2013

**GRAND FINANCE CONVENTION: "Invest Local. Aim Global: Be Better. Be Bolder. Be a Risk Taker."**

SM Cinema 1 and 2, Lipa City, Batangas

September 14, 2013

**Finance Lecture Series: "Risk and Return: Exploring Opportunities and Challenges in a Globally Competitive Era"**

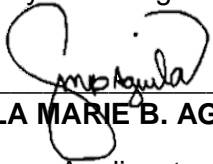
De La Salle Lipa – Sentrum

September 2012

**REFERENCES** | **Ms. Michelle M. Matanguihan**  
Accounting Manager  
Lucky 4A Corporation  
09176247658

**Ms. Carmel Joy Tamargo**  
HR Assistant  
Goodwill Farm Enterprise  
09465993175

I hereby certify that the above information's are true and correct to the best of my knowledge and belief.

  
\_\_\_\_\_  
**SHIELA MARIE B. AGUILA**  
Applicant