

# Catherine Apduhan

## **Accountant**

Salah Al Din , Dubai

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0583073961

Good day! I am interested to apply in your company as an Accounting Staff.

I am eager to learn and grow as a professional under your guidance, and in return offer my services and become an asset to your company. I'll be glad to hear from you soon. You could reach me through apduhan.catherine@yahoo.com

or through +97158 307 3961. Hoping for your kind consideration and best regards!

## Work Experience

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### **General Accountant**

Toyota Talisay Cebu - Cebu City

July 2019 to November 2019

Checks and post all journal entries

Check commissions

Analyze different general ledger regularly

Reconciles financial discrepancies by collecting and analyzing account information

### **Vehicle and Parts Accountant**

Toyota Talisay Cebu - Talisay

December 2017 to May 2019

Monitors payment, discounts , promos and price updates

Process customer refunds, additional discounts and tipster

Prepare VAT attachments and assigned in closing entries of VAT

Conducts weekly and quarterly Parts Inventory

Prepares gross profit analysis

Prepares commission claims

### **Accounts Payable In-Charge**

Toyota Talisay Cebu - Talisay

August 2017 to November 2017

Prepares Check vouchers

Analyzes increase/decrease of expenses

Monitors monthly dues and does the journal entries

## Education

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**Bachelor's in Bachelors of Science major in Management Accounting**

University of San Jose-Recoletos - Cebu City  
2013 to March 2017

## Skills

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Advance SAP data processing, Extensive use of Microsoft Office, Knowledge in accounting terminologies and practices, Ability to follow, apply and interpret instructions, Ability to meet schedules and deadlines, Ability to communicate effectively (2 years)