



CARL

[VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- Accounts Payable (AP)
- Accounts Reconciliation
- Invoice Processing
- Invoice Verification
- Invoice Matching
- Payment Processing
- Vendor Payment Management
- Vendor Relations
- Billing Discrepancy Resolution
- Financial Record Management
- Data Entry
- Customer Support
- Financial Data Analysis
- Data Collection & Data Cleaning
- Purchase Order Verification
- Account Discrepancy Resolution
- Payment Posting
- Communication Skills
- Problem Solving
- Attention to Detail

TOOLS

- Oracle Accounts Payable (Oracle AP)
- Microsoft GP
- QuickBooks Online
- NetSuite
- Microsoft 365
- Microsoft Excel
- Google Workspace

Results-driven Bookkeeper with 3+ years of experience specializing in accounts payable, invoice processing, vendor reconciliation, and financial data management in high-volume business environments. Proven track record of processing high-volume invoices, reconciling vendor accounts, resolving payment discrepancies, maintaining accurate financial records, and leveraging Oracle AP, QuickBooks Online, and Microsoft GP to ensure timely, compliant financial operations. Brings strong expertise in accounts payable, bank reconciliation, invoice matching, financial reporting, data analysis, and ERP systems, helping organizations improve financial accuracy, streamline accounting workflows, and maintain strong vendor relationships.

WORK EXPERIENCE

ACCOUNTS PAYABLE SPECIALIST

SupportZebra (Remote) | July 2025 – Present

- Processed high-volume vendor invoices using Oracle Accounts Payable and Microsoft GP, verified invoices, purchase orders, and payment requests, managed vendor payments and reconciliations, resolved account discrepancies, and performed invoice matching and payment processing with a high level of accuracy.

ACCOUNTS PAYABLE SPECIALIST

ContactPoint360 | March 2023 – July 2026 (3 Years, 5 Months)

- Reviewed, verified, and processed vendor invoices, prepared and issued payments, managed vendor inquiries, resolved billing discrepancies, maintained vendor relationships, and ensured accurate and timely accounts payable operations.

DATA ANALYST

OfficePartners360 | January 2020 – July 2020 (7 Months)

- Collected, cleaned, and validated data from multiple sources, analyzed large datasets to identify trends and business insights, and supported data-driven decision-making through accurate reporting and analysis.

CUSTOMER SERVICE REPRESENTATIVE

Qualfon Philippines | December 2018 – December 2019 (1 Year, 1 Month)

- Provided customer support via phone, email, and chat, resolved customer inquiries and product-related concerns, and delivered quality service while maintaining customer satisfaction.

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