

DENNIS

VIDEO INTERVIEW

EXPERTISE SKILLS

- Procure-to-Pay (P2P) Operations
- Accounts Payable Processing
- Invoice Processing and Verification
- General Ledger (GL) Coding
- Expense Classification
- Purchase Order (PO) Matching
- Invoice Discrepancy Investigation
- Vendor Statement Reconciliation
- Payment Processing and Scheduling
- Accounts Payable Aging
- Accruals and Month-End Close Support
- Financial Recordkeeping
- Billing Statement Verification
- Expense Monitoring
- Vendor Communication and Coordination
- Financial Transaction Review
- Analytical and Critical Thinking
- Problem-Solving
- Attention to Detail
- Time Management

TOOLS

- SAP
- Point-of-Sale (POS) Systems
- Microsoft Excel
- Microsoft Outlook
- Microsoft Teams
- Invoice Processing Systems
- Accounts Payable Workflows
- Payment Scheduling Processes
- Financial Recordkeeping Systems
- E-commerce Support
- Cash Handling Operations
- General Computer Applications

Detail-oriented Accounts Payable and Procure-to-Pay professional with over 7 years of documented experience in invoice processing, general ledger coding, expense classification, vendor reconciliation, and payment processing. Skilled in identifying invoice discrepancies, matching purchase orders, maintaining accurate financial records, and supporting month-end accounting activities. Familiar with SAP, Microsoft Excel, and collaborative business applications, with strong analytical, organizational, and problem-solving skills.

WORK EXPERIENCE

ACCOUNTS PAYABLE / PROCURE-TO-PAY SPECIALIST

Teleperformance – Greenfield District, Mandaluyong City (Work From Home, Canada-Based Account) | July 1, 2024 – September 1, 2026 (2 Years, 2 Months)

- Processed and verified invoices, performed General Ledger (GL) coding and expense classification, and conducted purchase order (PO) and invoice matching to ensure accurate financial transactions. Investigated billing discrepancies, reconciled vendor statements, processed payments, monitored accounts payable aging, and supported accruals and month-end closing activities to maintain accurate financial records and efficient accounts payable operations.

ACCOUNTS PAYABLE / INVOICE PROCESSING SPECIALIST

Concentrix – Ayala North Exchange, Makati City (Work From Home) | January 10, 2022 – June 18, 2024 (2 Years, 5 Months)

- Processed supplier invoices and bills, reviewed and verified billing statements, and monitored company expenses and outgoing payments. Prepared payment schedules, maintained accurate financial records, and coordinated with suppliers regarding payment inquiries and transactions to support timely payments, organized documentation, and efficient accounts payable operations.

ACCOUNTS PAYABLE / PROCURE-TO-PAY SPECIALIST

Sitel – Mandaluyong City | March 18, 2019 – December 12, 2021 (2 Years, 9 Months)

- Handled invoice processing, General Ledger (GL) coding, and expense classification to ensure accurate financial documentation. Performed purchase order and invoice matching, investigated discrepancies, reconciled vendor statements, and processed payments. Monitored accounts payable aging, assisted with accruals, and supported month-end closing procedures to maintain financial accuracy and compliance with accounting processes.

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