



CINDY

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WORK EXPERIENCE

AREA ACCOUNTANT

RAFI Microfinance Inc. | October 2020 - May 2025 (4 Years, 8 Months)

- Managed full books of accounts for assigned areas, handled bank and account reconciliations, processed expenses and taxes, generated monthly financial statements and CAPEX reports, reconciled fixed assets, and supported month-/year-end closing and audit requirements using Microsoft Dynamics and Instafin Core Banking

VIRTUAL ASSISTANT

Upwork | August 2020 (1 Month)

- Conducted property due diligence, verified county tax status, organized and uploaded property photos to Google Drive, and used Google Maps and Google Earth to validate property locations for marketing and sales purposes

ACCOUNTS RECEIVABLE ASSISTANT

Flight Center Travel Group | September 2019 - June 2020 (10 Months)

- Managed invoicing, payment and refund research, and validated transactions through Sabre to ensure accuracy of accounts receivable records

AUDIT ASSISTANT/ACCOUNTING OFFICER

August Alliance Business Corporation | June 2013 - February 2017 (3 Years, 8 Months)

- Performed audit and accounting functions including payroll processing, PCF and revolving fund custodianship, expense and reimbursement verification, inventory monitoring, cash flow tracking, warehouse oversight, and project audit support

ACCOUNTING ASSISTANT

Supervalu Inc. (SM Supermarket) | November 2008 - January 2013 (4 Years, 2 Months)

- Handled sales audits, SAP expense recording, bank and POS reconciliations, receivables monitoring, fixed asset inventory, accruals, tenant billing, contractor payments, and document filing to support retail accounting operations Resume updated

SKILLS/AREAS OF EXPERTISE

- General Accounting
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Expense Recording & Monitoring
- Bank & Account Reconciliation
- Financial Statement Preparation
- Trial Balance Maintenance
- Payroll Processing
- Reimbursements & Revolving Fund (PCF) Management
- Petty Cash Fund Management
- Taxation & Compliance Verification
- Audit Support (Internal & External)
- Fixed Asset Reconciliation
- Cash Flow Monitoring
- Month-End & Year-End Closing Support

TECHNOLOGY

- Microsoft Dynamics
- QuickBooks (Online & Desktop)
- SAP
- Microsoft Office 365
- Google Workspace
- Instafin Core Banking System
- BizBox Accounting System
- Google Drive

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