

KIMBERLY C. LASTIMOSO

ACCOUNTING STAFF

CONTACT

- 971589115258
- lastimosokimberly14@gmail.com
- Alfurjan, Zone W 758, Dubai, UAE

EDUCATION

Bachelor Of Science in Accounting Information System

National University- Manila

2019-2023

KEY SKILLS

- Invoice Processing and Management
- Vendor Relations and Reconciliation
- Financial Reporting and Analysis
- Account Reconciliation
- Budget Tracking
- Strong Attention to Detail and Accuracy
- Effective Communication and Problem-Solving Skills
- Compliance with Company's Financial Regulations and Policies

PERSONAL ATTRIBUTES

- Ability to handle stressful situations calmly and effectively.
- Dependability in attendance and performance.
- Friendly and approachable demeanor to enhance customer experience.
- Ability to manage several tasks simultaneously, such as processing transactions while addressing customer inquiries.
- Effective communication skills, both written and verbal.
- Handles transactions with confidentiality
- Being flexible and open to learning new systems or processes

PROFILE

Dedicated and detail-oriented Accounting Staff with more than a year of experience in handling transactions, providing excellent customer service, and maintaining efficient checkout operations. Skilled in managing cash, and recognized for accuracy, reliability of every transactions. Adept at resolving customer inquiries, processing refunds, and maintaining a clean and organized workspace. Committed to upholding company standards and delivering exceptional service.

PROFESSIONAL EXPERIENCE:

Accounting Staff (Accounts Payable Specialist)

MBT CUSTOMS BROKERAGE AND INTERNATIONAL FREIGHT
FORWARDER INC. 1156 NYS Bldg. San Antonio Village, Chino
Roces Ave. Makati City
October 2024-December 2024

- Processed an average of 10-15 weekly invoices, ensuring accurate entry into accounting systems and timely payment to vendors.
- Reconciled supplier statements and resolved discrepancies to maintain up-to-date records and prevent payment delays.
- Collaborated with internal departments to verify and correct discrepancies, resulting in improved vendor relationships and operational efficiency.
- Maintained accurate and organized records of all accounts payable transactions. Ensure proper filing and archiving of financial documents.
- Assisted with the preparation of financial reports and forecasts, providing insights to support budgetary decisions.
- Prepare and execute payment runs, including checks, electronic transfers, and other payment methods. Monitor payment schedules and ensure timely disbursement.

Accounting Staff (Cashier)

June 2023-October 2024

- Operated cash register systems to scan items, process payments, and issue receipts.
- Accurately counted and handled cash, credit card payments, and checks; performed cash reconciliations and managed change.
- At the start and end of each shift, ensured that the cash drawer is balanced and accurate which involves counting cash and reconciling receipts.
- Proven ability to manage time effectively, handling high-volume transactions during peak hours while maintaining accuracy and efficiency.

TECHNICAL SKILLS:

- Proficient in Microsoft Office Suite (Excel, Word, Outlook)
- Familiar with financial regulations and compliance standards

PROFESSIONAL ATTRIBUTES:

- Strong analytical and problem-solving abilities
- Excellent organizational and time-management skills
- Ability to work independently and as part of a team
- High level of integrity and confidentiality in handling sensitive financial information