

# Yrahmae Josep

## Accounts Specialist

### About Me

---

I am an experienced Accounts Specialist. I specialize in Accounts Payables and Receivables, ensuring that financial processes run smoothly and efficiently. I am keen to attention to detail, strong communication skills, and proficiency in ERP systems.

### Work Experience

---

October 2014 - present

Your Employees Offshore (YEMPO), Inc.

#### Senior Accounts Specialist

- Daily processing / encoding of tax invoices to ERP systems.
- Administer corporate credit card expenses, monitor reimbursement and ensure that the set policies are followed
- Maintain organized and complete documentation of all transactions
- Responsible for managing the invoicing and collections
- Monitor aging reports and track daily payments
- Assist in Month End Closing by doing reconciliations.
- Payment processing, if necessary.
- Identify payment obstacles, assess risks and recommend service holds when appropriate

May 2012 - October 2014

Blu Quartz Holdings, Incorporated

#### Senior Accounts Specialist

- Reports directly to the company's CEO
- Monitors and ensures strict compliance and implementation of existing rules, regulations, policies and procedures
- Verifies the accuracy of interest computation on current and past due loans and other miscellaneous charges
- Monthly bank reconciliation

### References

---

#### Dina Amor Novicio

Accounts Team Lead

**LinkedIn:** [dinaamornovicio](#)

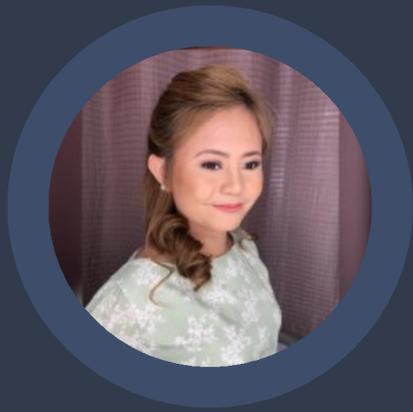
**Email:** [dna\\_1015@yahoo.com](mailto:dna_1015@yahoo.com)

#### Andrea Harris

Powertech / CFO

**LinkedIn:** [andrea-harris-fcpa-44419147](#)

**Email:** [andrea70@westnet.com.au](mailto:andrea70@westnet.com.au)



### Contact

---

✉ [yrahmae.josep170219@gmail.com](mailto:yrahmae.josep170219@gmail.com)

☎ +639277127764

📍 Cebu, Philippines

### Education

---

BS in Management Accounting

University of San Carlos

2007-2011

### Skills

---

- Accounts Payable Processing
- Accounts Receivable Management
- Invoice Processing
- Debt Monitoring
- Reimbursement Processing
- Credit Card Reconciliation
- Monthly Account Reconciliation
- GST Compliance Support

### Language

---

English