



LADY LYN TANDAYAG
TRANSACTION PROCESSING
ASSOCIATE

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills as finance staff, while making a significant contribution to the success of the company.

PERSONAL INFORMATION

BIRTHDAY: JANUARY 28, 1992
GENDER: FEMALE
CITIZENSHIP: FILIPINO
CIVIL STATUS: MARRIED
RELIGION: ROMAN CATHOLIC

SKILLS & ABILITIES

-Account Reconciliation
-Microsoft Excel (Pivot/Look Up)
-Accounts Receivable/Payable
-Data Entry
-Payroll
-Bookkeeping
-Knowledge in SAP
-Knowledge in Quickbooks
-Good Analytical Skills

VITALS

Blk90 Lot10 Phase1 Zone8, Mabuhay
Homes 2000, Paliparan II, City of
Dasmariñas, Cavite 4114

C 09053113667/09102788835

T (046) 431-6466

E ladylyn.tandayag@gmail.com

EXPERIENCE

ACCENTURE, INC.

TRANSACTION PROCESSING ASSOCIATE

OCTOBER 10, 2022 - PRESENT

- Payment's processor in EMEA Region
- Monitoring and attending emails
- Process an automatic and manual payments
- Reconciliation of payment rejection
- Entry of reversal payments

HS CRAFT MANUFACTURING CORP., MAGUYAM, SILANG, CAVITE

ACCOUNTING STAFF

JANUARY 20, 2021 – JULY 15, 2022

- Do a monthly bank reconciliation.
- Monitoring accrual and payable schedule
- Prepare a monthly outstanding check
- Preparing & submitting monthly contribution in SSS, HDMF and PHIC
- Issue prepared payable checks to the suppliers
- Preparing, issuing, and monitoring payroll

ADMIN SOLUTIONS SERVICES, INC. MUNTINLUPA CITY (JUNE 2020 – SEPTEMBER 2020)

WORLDWIDE EXCHANGE COLLECTION SERVICES, INC.,

MANDALUYONG (FEBRUARY 2015 – APRIL 2020)

JNS FIRST EMPLOYMENT SERVICES CO., QUEZON CITY (AUGUST 2014 – JANUARY 2015)

DEPLOY AS OFFICE CASHIER FROM AUG 2014-SEP 2020 (BRIA HOMES INC)

- Daily entry of OTC payment (cash and checks) of the buyers thru SAP
- Daily depositing collection to the bank
- Monthly reconciliation of collection and loan proceeds of Pag ibig and Bank Financing
- Handling petty cash and distributing cash advance commission of the brokers
- Monthly monitoring of remittance payment of the buyers thru bank and payment center
- Arranging and distributing payments for entry to designated area
- Preparing and releasing checks commission payables thru SAP
- Daily checking and answering email queries of the buyer and brokers

EDUCATION

CAVITE STATE UNIVERSITY – CARMONA CAMPUS

BS IN BUSINESS MANAGEMENT MAJOR IN MARKETING

IN OUR ENTREPRENEURIAL DEVELOPMENT PRODUCT, WE RECEIVED AN AWARD AS THE BEST PRESENTATION.

REFERENCES

BRIA HOMES INC.

MARIBEL ALDAY FINANCE SUPERVISOR

SAN PEDRO LAGUNA, 0998967352

INGRAM MICRO PHILIPPINES BPO LLC

EREKA BAYRON ASSOCIATE III, CREDIT

TUNASAN, MUNTINLUPA, 09754210957

I hereby certify that the above information is true and correct to the best of my knowledge and belief.