

ANNIEH



SOFT SKILLS

- Project Management
- Client Management
- Collaboration
- Team Management
- Communication

HARD SKILLS

- Bookkeeping
- SAP
- Salesforce
- Google Tools
- Reporting and Reconciliation

WORK EXPERIENCE

- S2P Tax Operations Team Leader, [REDACTED] April 2024 - Present**
- Managing 7 tax FTEs and monthly coaching session
 - Weekly and Monthly SLA metrics reporting to stakeholders
 - Addressing tax configuration issues received in our [REDACTED]
 - Conducting RCA and refund to vendor's underpayment invoice/s
 - Monitoring daily inflow and vendor's tax configuration setup in SAP
- Program and Project Management Analyst, [REDACTED] Oct 2020 - March 2024**
- Recognized as Subject Matter Expert
Facilitating kick off meetings with project managers
Testing in UAT environment and document progress in test plans
Creating bug if encountered issues and escalating to the correct poc
Invoice uploading as ad hoc process
- Transaction Processing Associate, [REDACTED] June 2019 - Oct 2020**
- Checking the completeness of invoices and its supporting papers
 - Review invoices to verify the compliances and ensure payment
 - Workload Allocation of invoices to the team
 - Vendor/supplier record creation and update on Oracle and counter checking records in SAP
- Accounting Assistant, [REDACTED] May 2017 - June 2019**
- Creating annual and monthly financial statements
 - Reconcile invoices and record sales
 - Handling eBIR submissions
 - Managing payroll and creation of payslip

EDUCATION

- Master of Business Administration 2021 - 2024**
- [REDACTED]
- Bachelor of Science in Accounting Technology 2013 - 2017**
- [REDACTED]

CERTIFICATE

- Xero Advisor Certified Expiry date: 12/12/2026**
- Xero
- Google Project Management Specialization Oct 2023**
- [REDACTED]
- Information Technology Concepts and System Analysis and Design using SAP Business one October 2015**
- [REDACTED]