

JUDIZA SUSAYA CHUA

Accounting Professional with 8 Years of Experience

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Profile: Detail-oriented and results-driven Accountancy graduate with extensive experience in accounts receivable, bookkeeping, and financial reporting. Proficient in QuickBooks and SAP, with strong analytical skills and experience managing PH and APAC portfolios. Adept at preparing financial reports, aging analyses, and client communications, contributing to operational efficiency and organizational growth.

Skills

 Accounting Software: SAP, Quick-books and Oracle

 Accounts Receivable & Collections (PH & APAC portfolios)

 Client Communication: Emails & Calls

 Financial Reporting & Bookkeeping

 Aging Reports & Macros

 Microsoft Office: Excel, Word, PowerPoint

Experience

CFM Analyst – Accenture Inc. (June 2023 – Present)

- Managed and processed client payments, maintaining accurate financial documentation.
- Handled PH and APAC client portfolios, including client correspondence via email and calls.
- Prepared aging reports and macros for Accounts Receivable.
- Verified Form 2307 certificates submitted by clients.
- Assisted in semi-monthly leadership meetings and prepared portfolio reports.
- Utilized SAP for financial operations and reporting.

Senior Accounts Receivable Specialist – Movious Construction and Development Inc. (April 2019 – June 2023)

- Prepared and processed checks for suppliers and subcontractors, ensuring timely payments.
- Managed reimbursements, insurance payments, and eFPS filing.
- Handled cash/check vouchers, petty cash releases, and aging reports.
- Produced official receipts, AR, and billing invoices; managed collection efforts.

Accounting Assistant – Multiplex Metals Inc., Makati City (November 2018 – April 2019)

- Prepared payment vouchers, journal vouchers, and eFPS filings.
- Assisted in inventory management and monthly financial reporting.

Associate – Operations – WNS, Quezon City (January 2018 – June 2018)

- Utilized Oracle system to process and manage financial transactions.
- Validated international cheques by matching them against corresponding invoices.
- Ensured accuracy and completeness of payment details and supporting documents.
- Investigated and resolved discrepancies between cheques and invoices.
- Coordinated with team members to maintain accurate financial records.
- Generated and analyzed balance reports to support daily operations and reconciliation.

Accounting Officer – GTI Transport Services Inc., Cainta, Rizal (May 2017 – January 2018)

- Prepared employee payroll, including accurate computation of government-mandated benefits (SSS, PhilHealth, Pag-IBIG).
- Processed and filed government benefit contributions and related documents.
- Reviewed and verified receipts and supporting documents for accuracy and completeness.
- Prepared payment vouchers and ensured proper documentation of all transactions.
- Handled VAT relief preparation and reporting.
- Maintained organized financial records in compliance with company and government requirements.

Certification

 Reinvention with Agentic AI learning program ( ReinventionwithAgenticAILEarningProgramCertificate20260219)

Education

Bachelor of Science in Accountancy / Icct Colleges, Cainta, Rizal

Demonstrated high academic performance and a commitment to excellence in all accounting-related subjects.

Character Reference

Name: Precious Jimmabelle Laza **Number:** 09955317960 **Company:** International SOS MANAGER

Name: Jolina Damaso **Number:** 09197399975 **Company:** Grandspan Development Corporation