



SUSIE LYN P. CENIZA

FINANCE & ACCOUNTING



+639771072175



Susieplaza.121114@gmail.com



[linkedin.com/in/susie-lyn-ceniza-01aa64234](https://www.linkedin.com/in/susie-lyn-ceniza-01aa64234)

PROFESSIONAL OVERVIEW

Dedicated accounting professional with expertise in Accounts Payable, supporting US and European companies by ensuring accurate and timely financial transactions. Skilled in using Coupa Software, PeopleSoft, Oracle, Microsoft Dynamics GP and SAP to manage payments efficiently. Committed to contributing to business success while continuously growing toward leadership roles.

WORK EXPERIENCE

SOURCEFIT PHILS.

AP Accountant

May 2024 up to Present

- Invoice Processing: Process and organize AP invoices by region, country, and function.
- Invoice Verification: Match invoices with POs and resolve discrepancies.
- Invoice Entry: Enter invoices manually or via automation.
- i-Expense Processing: Convert expense templates into Oracle invoices.
- Payment Batches: Prepare, review, and approve payments.
- Account Reconciliation: Assist in AP reconciliations for accurate reporting.

PERSONIV

Senior Analyst – Operations

December 2023 up April 2024

- Preparation of journal entries and closing activities
- Responsible for the accuracy of AP transactions
- Process a high volume of vendor invoices and match invoices to purchase orders/receipts by identifying, researching, and resolving discrepancies.
- Reconcile AP's GL and SL
- Performs other duties assigned by his/her superior.
- Analyze variances.

LEAR AUTOMOTIVE SERVICES (NETHERLANDS) B.V.

Accounts Payable (AP) Accountant (US & Europe Support)

August 2020 to December 2023

- Manages invoicing through Coupa System
- Supports the Invoice Inbox to assigned AP owners and create Coupa invoices from Supplier submitted invoices.
- Ensure timely and appropriate recording of all transactions
- Responsible for 3-way match and final review for completeness and accuracy.
- Analyze & Solving AP related issues
- Ensure fulfilment of company obligations to third parties
- Work cooperatively and collaboratively with US and Europe counterparts.
- Present Bi-Monthly Invoice Analyses to stakeholders

FAST AUTOWORLD PHILIPPINES CORP. (MITSUBISHI MOTORS)

Accounts Payable Clerk / Accounting Staff

May 2016 to August 2020

- Prepare accounts payable voucher payments (end to end process).
- Maintain and monitor all accounts payable and ensure timely, appropriate recording on it.
- Prepares month-end accrual reports.
- Reconciling all accounts payable and verifying all payments.
- Perform cashiering task assigned as well as Purchasing task for 1 month as assigned.

EDUCATION

SAINT VINCENT'S COLLEGE

Bachelor of Science in Business Administration major in Financial Mgt.

SKILLS

Invoice Processing & Reconciliation
Payment Processing & Expense Mgt.
Data Entry/Analysis
Critical thinking
Customer Service
Teamwork & Collaboration
Attention to Detail
Problem Solving
Adaptability

TECHNICAL SKILLS

Oracle
Microsoft Dynamics GP
SAP
Coupa
QAD
MS Office, Google Sheets

REFERENCES

LEAR CORPORATION

JENARA BADIO
Finance Supervisor
+639190684685

FAST AUTOWORLD PHILS. CORP.

Rose Anne Bernacer
General Accounting Manager
+639771626390

LEAR CORPORATION

MS. KATHY LEEN INOT
Finance Supervisor
+639995104692