MARIA RUBY CHRISTINE BORJAL

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PROFILE

- Management Accounting graduate with professional experience in Accounts Payable, bookkeeping, payroll processing, bank reconciliation, tax compliance support, financial reporting, and accounting administration. Experienced in processing supplier invoices, payments, checks, payroll, government remittances, and financial transactions while maintaining accurate accounting records for companies and clients. Hands-on experience with QuickBooks, Microsoft Excel, BIR Form 2307, General Ledger, client bookkeeping, Accounts Payable, and intercompany transactions. Detail-oriented and organized, with a strong focus on accuracy, timely processing, financial documentation, and maintaining reliable accounting records.

WORK EXPERIENCE

Accounting Staff
April 13, 2026 – Present

Books and Beyond Group of Companies, OPC

- Handle Accounts Payable (AP) for two companies, recording and monitoring invoices, expenses, advances, and payments to support accurate and timely processing.
- Record and classify daily transactions and expenses in QuickBooks and prepare transaction vouchers, ensuring complete and properly documented accounting entries.
- Prepare BIR Form 2307 for clients, ensuring accurate tax information and complete supporting documentation for tax compliance requirements.
- Reconcile bank and passbook transactions with recorded entries, identifying discrepancies and maintaining accurate cash records.
- Update client books using source documents such as sales records, receipts, and expense documents, ensuring transactions are properly recorded and accounting records are up to date.
- Prepare accounting and financial reports for management review, providing organized and up-to-date financial information.
- Organize and file Accounts Payable documents, including invoices, check vouchers, and tax-related documents, ensuring complete and accessible records.

Accounts Payable Associate
August 2025 – January 2026

ATDRMAM Laguna Corporation

- Processed Accounts Payable transactions and payments for suppliers, utilities, operational costs, and project expenses, ensuring accurate and timely disbursements.
- Prepared checks and check vouchers for supplier invoices, rent, utilities, agent commissions, and taxes, ensuring complete payment documentation.
- Processed government remittances and statutory payments, supporting timely compliance with required government contributions.
- Maintained and organized Accounts Payable records, including invoices, check vouchers, and supporting documents, ensuring accurate and accessible payment records.
- Prepared monthly disbursement and expense monitoring reports, providing visibility into project cash flow and expenses.
- Processed weekly and monthly payroll for caretakers, utility workers, and project employees across multiple project locations, ensuring timely payroll disbursement.
- Maintained voucher and payment records after check release, ensuring transactions remained properly documented and traceable.
- Prepared capital withdrawal check vouchers for company owners and stockholders, ensuring proper documentation of authorized disbursements.
- Generated check summaries and monitoring reports for issued check booklets, supporting accurate payment tracking and control.
- Coordinated with suppliers, contractors, and internal departments regarding payment processing and documentation requirements, supporting smooth payment transactions.
- Performed financial data entry and tracking using Microsoft Excel and internal documentation systems, maintaining accurate financial records.
- Assisted with bank reconciliation by verifying issued checks and matching transactions with bank statements, supporting accurate cash and payment records.

Supply Chain Officer Intern
Zen Metal Coating & Processing Corporation

August 2024 – December 2024

- Monitored inventory levels and supply availability to support production schedules, customer demand, and daily operational requirements.
- Conducted physical inventory counts, inventory audits, and reconciliations, identifying discrepancies between actual and recorded stock balances.
- Maintained and updated inventory records and supply ledgers, ensuring accurate tracking of stock levels, movements, and balances.
- Tracked incoming and outgoing materials, supplies, and inventory, maintaining proper documentation for accurate inventory movement records.
- Collaborated with the Accounting Department to support the accurate recording and valuation of inventory transactions and related financial records.
- Prepared inventory, supply, and inventory-related financial reports for monitoring, reconciliation, and management reference.
- Monitored office and operational supplies, tracking usage and availability to support uninterrupted day-to-day operations.
- Identified and reported inventory and supply discrepancies, coordinating with relevant personnel to verify records and support corrective actions.
- Maintained organized records of inventory, purchases, supplies, and supporting documents, ensuring accurate and accessible documentation for operational and accounting purposes.

Office Staff
City Government of Tanauan

June 2024 – July 2024

- Encoded and maintained monthly tax payment records in Microsoft Excel, ensuring accurate and up-to-date financial data.
- Reconciled Official Receipts (ORs) for Real Property Tax, verifying records and identifying discrepancies for proper documentation.
- Tracked cheque distribution and maintained organized payment records to support accurate monitoring and documentation.
- Managed filing, records management, and general administrative tasks, ensuring organized and accessible office documentation.

EDUCATION

Bachelor of Science in Management Accounting
Tanauan City College
2021–2025
Relevant Coursework: Financial Accounting, Management Accounting, Cost Accounting, Auditing, Taxation, Financial Management, and Accounting Information Systems

SKILLS & INTERESTS

- **Technical Skills:** Accounts Payable, Bookkeeping, General Ledger, Bank Reconciliation, Financial Reporting, Payroll Processing, Tax Documentation & Compliance, Expense Monitoring, QuickBooks, Microsoft Excel, Payment & Check Processing, Voucher Preparation
- **Personal Skills**: Analytical Thinking, Ability to Work Independently, Attention to Detail, Accuracy, Organization, Problem-Solving, Time Management, Multitasking, Communication, Confidentiality & Integrity
- **Interests:** Accounting & Finance, Professional Development, Business & Technology, Photography, Writing

LANGUAGES

- English
- Filipino