

MARY JOYCE ABLANQUE

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PROFESSIONAL SUMMARY

Detail-oriented accounting professional with experience in Order-to-Cash (Cash Application), Accounts Payable, payroll processing, and financial recordkeeping. Proficient in Microsoft Excel and SAP-based systems, with strong analytical and organizational skills. Conversational in Korean (TOPIK Level II).

KEY SKILLS

Order-to-Cash (O2C) | Cash Application | Accounts Payable | Accounts Receivable | Payroll Processing | Financial Recordkeeping | Invoice Processing | Financial Documentation | Microsoft Excel | SAP (User Level) | Data Entry | Procurement | Supplier Coordination | Administrative Support | Google Workspace

PROFESSIONAL EXPERIENCE

AFFILIATE MARKETING & LIVESTREAM SPECIALIST

Self-Employed | October 2023 – Present

- Host Shopee livestreams to promote cosmetic products, manage customer inquiries, and support online sales.
- Create affiliate marketing content for TikTok, Facebook, and YouTube to promote products and generate affiliate sales.
- Collaborate with brands through affiliate campaigns by producing promotional content and participating in seller events and platform activities.
- Monitor affiliate performance and content engagement to improve campaign effectiveness and sales results.

FOUNDER & E-COMMERCE OPERATIONS MANAGER

Self-Employed | March 2020 – December 2023

- Managed day-to-day business operations, including procurement, inventory management, supplier coordination, sales, and order fulfillment.
- Maintained financial records by tracking sales, business expenses, inventory, and supplier transactions to support daily business operations.
- Coordinated purchases and payments with Korean suppliers while maintaining accurate purchasing and transaction records.
- Managed online stores through Shopee, Lazada, and Shopify by overseeing product listings, customer orders, inventory updates, and order fulfillment.

ACCOUNTING STAFF

Red Scentinial Corporation | July 2019 – December 2019

- Processed payroll and computed final pay and 13th-month pay for resigned and end-of-contract employees in accordance with company policies and payroll schedules.
- Prepared and processed monthly statutory remittances, including SSS, PhilHealth, and Pag-IBIG contributions and loan payments, ensuring timely government compliance.
- Processed Accounts Payable transactions and manufacturing orders using the BBS accounting system, ensuring accurate recording of financial transactions.
- Verified supplier advance payments and ensured proper application in the accounting system before forwarding payment requests to the Disbursement team.

- Verified, organized, and maintained Accounts Payable documentation, including Sales Invoices (SI), Delivery Receipts (DR), Official Receipts (OR), and other supporting documents to ensure accurate financial records and audit readiness.
- Assisted in processing monthly employee incentives by preparing and encoding payroll-related information for payment.

***Business Process Delivery Associate
(Order-to-Cash – Cash Application)***

Accenture | November 2017 – January 2019

- Processed and applied customer payments within the Order-to-Cash (O2C) Cash Application process, ensuring accurate posting of receipts to customer accounts.
- Investigated payment-related discrepancies and coordinated with LATAM Customer Service teams via Outlook to support timely resolution and accurate account updates.
- Supported month-end financial activities by processing transactions within required timelines and following established procedures.
- Utilized SAP-based systems and Microsoft Excel to process transactions, review account information, and maintain accurate financial records.
- Managed payment-related communications through shared Outlook mailboxes and ensured timely follow-up on assigned requests.
- Maintained accuracy and compliance by adhering to standard operating procedures (SOPs), internal controls, and service level agreements (SLAs).

TECHNICAL SKILLS

Microsoft Excel | SAP (User Level) | BBS Accounting System | Microsoft Outlook | Microsoft Word | Google Workspace | Shopify | E-commerce Marketplace Platforms (Shopee, Lazada) | Meta Ads Manager | Social Media Management | Canva | CapCut | ChatGPT

EDUCATION

Bachelor of Science in Accountancy

Polytechnic University of the Philippines | Manila, Philippines | 2017

- Overseas Korean Traders Association (OKTA) Scholar
- President's Lister
- Dean's Lister

Additional Achievements

- Class Valedictorian, Saint Anthony Academy

LANGUAGES

Korean: Conversational (TOPIK LEVEL II)

English: Fluent

Filipino: Native