



LG E. CAÑETE

BS ACCOUNTANCY

CAREER OBJECTIVE

Detail-oriented and tech-savvy finance professional with nearly five years of experience in Accounts Payable operations within a global shared services environment. Recognized for providing operational expertise, supporting KPI maintenance, and coordinating with other departments to resolve escalations promptly. Certified in Xero Advisor and Payroll, with hands-on expertise in SAP OneERP, Dynamics 365, and Microsoft Excel. Knowledgeable in core accounting principles and committed to continuous process improvement. Passionate about process-driven work and eager to contribute my expertise to VirtualPro Services by ensuring accurate financial records, efficient admin support, and smooth operations.

EXPERIENCE

Senior Analyst-Subject Matter Expert, Purchase to Pay

Mercedes-Benz Group Services Phils., Inc. | April 2024 - Sept 2025

- Appointed as Subject Matter Expert (SME) in September 2024, expanding responsibilities to include process expertise, knowledge sharing, and team support
 - Handle a high volume of supplier tickets and queries
 - Research and analyze invoices in SAP to provide status updates to suppliers and internal departments
 - Respond to queries from internal contacts and suppliers using Dynamics 365
 - Act as the primary point of contact for operations
 - Provide training and serve as a back-up trainer during process transitions, supporting knowledge transfer
 - Support the team in achieving key performance indicators (KPIs) and maintaining consistent service quality
 - Organize, maintain, and optimize reporting files
 - Oversee daily operations within the Purchase to Pay department
 - Coordinate with team leads, managers, and Berlin coordinators to streamline operations, standardize processes, and improve workflow efficiency
 - Maintain and update process documentation, ensuring information is current, accurate, and effectively communicated to all team members
 - Liaise with cross-functional departments to resolve accounts payable escalations promptly
 - Verify supplier invoices by matching them against system records, checking purchase order budgets, and reviewing invoice workflows
 - Post and release invoices in SAP for payment processing
 - Continuously identify process improvement opportunities to enhance efficiency and reduce operational risks
 - Certified in German Language – B1 Level (Telc GmbH), enabling effective communication and collaboration with German-speaking stakeholders
- Promoted from Analyst (April 2023 – April 2024) and Junior Analyst (November 2020 – April 2023)

REFERENCE

Shenna Li Gallego

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CONTACT ME AT

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EDUCATIONAL HISTORY

Cebu Institute of Technology-University

BS Accountancy
June 2018 - Mar 2019

University of San Carlos

BS Accounting Technology
June 2014 - Mar 2018

SKILLS SUMMARY

- ● ● ● Accounting Systems (SAP, Xero)
- ● ● ● Accounts Payable
- ● ● ● MS Office Proficient (Excel, Word, Outlook, Dynamics 365)
- ● ● ● Analytical Thinking, Communication, Detail-Oriented, Organizational Skills, Technical Skills, Time Management

ACHIEVEMENTS

- 📖 Certified Bookkeeper TESDA Bookkeeping NCIII
- 📖 CS Professional Eligible Civil Service Examination
- 📖 German Language Resource - B1 Certified
- 📖 Xero Advisor and Payroll Certified