# Mei Lin Toh

Accounts Payable Analyst

accounts-payable-analyst@example.test · Singapore

### Invoice and supplier controls

**About 460 invoices a month** — Matched to orders and goods receipts across four depots.

**37 to 14 aged exceptions** — Invoices held more than seven days, measured over one quarter.

**31 statement discrepancies** — Cleared before May close with credit and payment evidence.

## Education

### Diploma in Accountancy

**Asterline College**

2024

Applied case on supplier rebates and allocating bulk freight.

## Summary

Accounts payable analyst for four Singapore food distribution depots. Matches invoices and reconciles statements, clears exceptions with receiving and buying teams, and prepares payment proposals for finance approval.

## Experience

### Accounts Payable Analyst

**Briarhook Foods**

2024-08 – Present

- Routed price and quantity differences to buyers. Reviewed the exception queue twice weekly with receiving teams, reducing invoices older than seven days from 37 to 14.
- Cleared 31 opening statement discrepancies by tracing credit notes and unapplied payments. Tracked outstanding credits by owner and deadline and tied the tracker to the ledger at close.
- Prepared two payment proposals weekly for approval. Separated holds from approved invoices, checked supplier terms and attached the order and receipt trail.
- Verified bank changes with the supplier contact on file and recorded approval before updating the master record. Checked vendor, reference and amount for duplicate invoices.
- Aged received goods without invoices against open purchase orders. Verified partial receipts with depot teams before the senior accountant posted accruals.

### Finance Operations Intern

**Sundew Market Wholesale**

2024-01 – 2024-06

- Entered supplier invoices under supervision, matched confirmations to remittances and flagged unmatched advances for weekly review.
- Checked 86 expense claims against receipts and approval limits. Shared recurring corrections with depot administrators before payroll cut-off.
- Compiled stock-count evidence with signed delivery notes linked to depot codes and movement register entries.

## Skills

**Accounts payable controls:** Three-way matching, Duplicate invoice review, Vendor bank-change verification, Supplier statement reconciliation

**Reporting and tools:** Excel PivotTables and lookups, Aged exceptions reporting, Payment proposal review, Goods-received accrual support

## Languages

English (professional) · Mandarin (native)