**JONATHAN**



[**JONATHAN.29332@2freemail.com**](mailto:JONATHAN.29332@2freemail.com)

**CAREER OBJECTIVE:** To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.

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| **QUALIFICATIONS** |

* Knowledgeable in accounting and bookkeeping
* Possess excellent communication and interpersonal skills
* Proven ability to work with minimal supervision.
* Proficient with accounting systems like QuickBooks and SAP, Windows, Microsoft Word, Excel, Microsoft Office PowerPoint

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| **EMPLOYMENT HISTORY** |

**ONE NETWORK INC. (A BDO Rural Bank)** (*Km. 9 Sasa, Davao City, Philippines*)

Treasury Department

**Credit Line Specialist**, *December 2012 to January 2015*

* Responsible for processing rediscounting schedule.
* Checks the eligibility of documents submitted by clients.
* Monitors monthly bills payables to other banks.
* Processes payments on maturing bills.
* Ensures the timely reporting of all monthly financial information.
* Assists in development and implementation of new procedures and features to enhance the workflow of the department.
* Perform other duties that may be assigned by immediate superior from time to time.

**LAPANDAY FOODS CORPORATION** (*Lanang, Davao City, Philippines*)

Accounting Department

**Accounts Receivable Staff**, *June 2012 to December 2012*

* Prepares medicine charges to employees’ individual account.
* Extracts medicine charges of confi payrolls and transmit to HR-Medical.
* Prepares entries on AOD (benefits) and medicine withdrawals of affiliates.
* Prepares template and upload to SAP for medicine deductions.
* Prepares SAP maintenance form for employees’ SAP ID.
* Entertains complaints of employees regarding cash advance.
* Prepares SOA for unliquidated cash advance.
* Process and entry cash advance request.
* Responsible for booking of liquidations on cash advance.
* Parks reclassification and adjusting entries from time to time.

Payroll Department

**Payroll Staff**, *February 2011 to June 2012*

* Responsible for checking of timesheets (tardiness, absent etc.).
* Encodes payroll deductions.
* Prepares and posting of employee remittances (SSS, PHIC, PAG IBIG).
* Prepares labor costs every period.
* Prepares charges to affiliates.
* Accommodates payroll complain.
* Computes exit pay.

**A.L. Navarro Accounting Services** (*Lanang, Davao City, Philippines*)

**Internship Program**, *June 2010 to December 2010*

* Update clients’ record.
* Prepares entry in different transactions in QuickBooks.
* Encoding data to Financial Statements.
* Assist in accommodating clients and sending of Statement of Accounts.

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| **AFFILIATIONS** |

* Junior Philippine Institute of Accountants (JPIA)
  + Member, 2006-2010
* Bachelor of Science in Accountancy Program Officer
  + Executive Committee, 2009-2010

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| **EDUCATIONAL BACKGROUND** |

**Degree** : **Bachelor of Science in Accountancy**

University Institution : Holy Cross of Davao College, 8000 Davao City, Philippines

Address : Sta. Ana Avenue, 8000 Davao City, Philippines

Year Graduated : 2010

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| **PERSONAL DETAILS** |

Gender : Male

Age : 27 years old

Birth Date : 08 January 1989

Marital Status : Single

Nationality : Filipino

Visa Status : Tourist Visa

Reference : Available upon Request

Notice Period : None

I hereby certify that the above facts content are true and completed to the best of my knowledge. My availability for interview is upon your convenience.