

**ROXAN**

[**ROXAN.302637@2freemail.com**](mailto:ROXAN.302637@2freemail.com)

Objective

Seeking a responsible and challenging position where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

**EMPLOYMENT HISTORY**

**March 2016 – Present Accounting Assistant at AUTOALLEE BMW GROUP, INC.**

* Perform Invoice Receipt of all trade and nontrade local supplier
* Processing of Journal Voucher
* Prepare Deal Approval Sheet for the Units
* AP/AR/Bank Reconciliation /Processing Daily Report of Credit Card,Financing,Warranty,Freebies
* Prepare Dealer Documents submitted in Bank (LTO Undertaking, Stencil, Vehicle Invoice, Vehicle Delivery receipt, OR/CR , Insurance
* Prepare Quotation for Insurance of Units
* Calling to the Bank for Collection of Proceeds for Financing

**April 2015 – October 2015 Accounting Assistant at CATS Motors, Inc. (Mercedes Benz, Chrysler, Harley Davidson, Mazda)**

* Perform Invoice Receipt of all trade and nontrade local supplier
* Processing of APV (Account payable Vouchers)
* Prepare Monthly/Quarterly Encoding for BIR
* AR/Bank Reconciliation /Processing Daily Report of Credit Card,Financing,Warranty,Freebies

**July 2012– April 2013, Megaworld Corporation, Documentation Associate**

* Processes Deed of Absolute Sale (DAS), Cancellation of Deed of Absolute Sale, and Deed of Assignment
* Reviews final Print of Deed Absolute Sale and Deed of Assignment
* Verifies written instructions and document details submitted by the clients

**February 2012 – July 2012, TindahangPinoy Commodities Inc., AR Clerk (Japan Tobacco Inc./ Winston)**

* Processes Customer Orders and Deliveries
* Manages A/R thru proper posting of customer payments, Credit memos, and deduction transactions
* Carries-out billings, collections and reporting activities according to specific deadlines
* Monitors customer account details for non-payments and delayed payments
* Prepares, verifies, and processes invoices and payment documents
* Prepares and distributes Monthly AR Reports

**April 2011- July 2011, Honda Cars Caloocan Inc, HR Staff**

* Performs recruitment related tasks such as applicant interview scheduling,preliminary interview, scoring of psychological exams and orientation of student trainees
* Receives and compiles required and necessary Time Keeping forms
* Updates and records 201 files, Government forms and Company Activity albums
* Distributes memoranda

**Skills:**

* Computer Literate – MS applications

**Education:**

* College –[May, 2011]AsianCollege of Science and Technology

Bachelor of Science in Business Administration

Major in Management

**References**

Available upon request

EDUCATION

Asian College of Science and Technology (ACSAT) 2007-2011

**Bachelor of Science in Business Administration Major in Management**

TRAINING SEMINARS ATTENDED:

**Honda Cars Kaloocan Inc.**

Human Resources Department

Student Trainee/OJT

January – March

300 Hours

**Republic Act 7394**

Consumer Protection Act of the Philippines

ACSATCenterCaloocan

Atty. Panfilo I. Sala Jr.

February 8, 2009

**Business Entrepreneurial Forum**

ACSATCenterQuezon City

Edgar Allan L. Caper

AVP – HBC Corporate Planning

And Communication

August 2, 2008

**Basic Hotel Operations Seminar**

Golden Dragon Restaurant

Subic International Hotel Corporation

Subic Bay Freeport Zone

September 18, 2009

SKILLS

Computer literate – MS Applications (Word, Excel, PowerPoint, etc)

pERSONAL baCKGROUND

* Date of Birth: August 21, 1990
* Civil Status: Single
* Religion: Catholic

**Skills:**

* Computer Literate – MS applications

**Education:**

* College –[May, 2011]AsianCollege of Science and Technology

Bachelor of Science in Business Administration

Major in Management

**References**

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