**MARK**

I thrive on challenges and ambitious goals. When I commit to do something I make sure to get it done on time. My greatest strength is the combination of my analytical skills and inter-personal skills. I know how to maintain business relationships. I am an enthusiastic and committed candidate seeking to become an accounting associate in your Company.

aCCOUNTING PROFESSIONAL



**EDUCATIONAL BACKGROUND**

Jun 2012 - **BACHELOR OF SCIENCE IN ACCOUNTANCY**

May 2015 **PILGRIM CHRISTIAN COLLEGE (PCC)**

GRADUATE

Jun 2009 - **BACHELOR OF SCIENCE IN ARCHITECTURE**

Oct 2011 **MINDANAO UNIVERSITY OF SCIENCE AND TECHNOLOGY**

UNDERGRAD

**pERSONAL INFORMATION**

**ADDITIONAL ACTIVITIES**

**Date of birth**

March 08, 1992

**Place of birth**

Cagayan de Oro City, Philippines

Jun 2014 - **AUDITOR**

Mar 2015 **PCC – SUPREME STUDENT COUNCIL**

Jun 2013 - **CHIEF DOCUMENTATION OFFICER**

Mar 2014 **CAGAYAN CONFIDERATION OF JPIA (CCJPIA)**

Jun 2012 - **P.R.O. INTERNAL**

Mar 2013 **JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANCY (JPIA**

**PILGRIM CHRISTIAN COLLEGE**

**WORKING EXPERIENCE**

Mar 2016 - **PROJECT COST ANALYST**

Aug 2016 **JOHNDORF VENTURES CORPORATION**

* In charge of monitoring cost of sales (i.e labor, materials, overhead)
* Generates the inventory reports and reclassify each issuance to their respective job.
* Summarizes total material usage, damages, obsolescence, and other reduction of inventory
* Ensures the complete documentation of inventory movements
* Reports variance of actual usage per month and year-to-date vs. estimates or standard costs and provide explanation to major variances;

**online presence**

* Oversees Inventory transaction.
* Ensures proper allocation of cost per job/phase.
* Generates works of accounting staffs to reclassify cost and ensures allocations are properly executed.
* Ensures the recording of cost of each finished house every month
* Preparing adjusting entries for variances in materials and, reclassification and other adjustments of cost.

Aug 2015 - **INVENTORY ANALYST**

Mar 2016 **JOHNDORF VENTURES CORPORATION**

* Ensures the complete documentation of inventory movements;
* Ensures losses due to thefts and damages are charged to responsible parties (employees, security agency, suppliers, etc.);
* Ensures the recording of cost of each finished house every month;
* Witness and supervise physical count periodically;
* Reviews the accuracy of weekly inventory reports submitted by warehouse personnel;

**KEY SKILLS**

* Maintains and establishing Inventory item codes in system;

Auditing

Inventory reconciliation

Cost tracking

Inventory Management

Time Management

Analytical Skills

Proficient in both oral & written communication

Computer Proficiency

Account Management

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* Records the delivery and receipts of P.O-based purchases to the accounting system;
* Generates the inventory reports for the financial system preparation to aid in management decision.

Mar 2015 - **ACCOUNTS ANALYST**

Jun 2015 **SANTOS-CUA ACCOUNTING, ADUTING AND CONSULTING FIRM**

* Ensure accuracy of client billing activities.
* Review and process unpaid or pending accounts.
* Manage overpayment and refunding activities.
* Manage internal and external financial reporting.
* Prepare and manage new business bids.
* Make price adjustments according to client requirements
* Participate in internal audits.
  + - Spot audit
    - Inventory audit
    - Cash count
    - Bank reconciliation

**TECHNICAL SKILLS**

* Perform monthly account reconciliations.

Accounting

Sage50 Accounting Software

Microsoft Office

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

AutoCAD

Photoshop

QuickBooks

* Update customer account information as the need arise.

Dec 2014 - **AUDIT INTERN**

Mar 2015 **SANTOS-CUA ACCOUNTING, ADUTING AND CONSULTING FIRM**

* Participate in planning phase of the audit engagement together with the senior and junior associates
* Exposure to actual audit activities as follows:
* Talking to the client about the preparations they need to make such as the work place needed and the necessary access to source documents.
  + - Check and trace expenditures and revenues and classify them according to timing (cut-offs) and occurrence.

Feb 2014 - **AUDIT STAFF**

Jul 2014 **UY, BURAY, PAANO, MACASERO (UBPM) ASSOCIATES**

* Performed audit on liquidation reports (operations) submitted by the clients
* Conducted spot, regular and special audit across clients to ensure effectiveness and efficiency
* Conducted compliance audit to make sure policies are being followed with regards to advances of employees, liquidations and petty cash
* Billing clients;

**languages**

* Monitors client ledger

**Filipino**

First Language

**English**

Fluent, Conversational

**Spanish**

Basic

Sept 2012 - **Secretary/Accounting Clerk/Bookkeeper**

May 2013 **DMJ REALTY DEVELOPMENT CORPORATION**

* Billing Building Occupants;
* Preparing, Classifying Company’s Income in other business segments;
* Monitoring the Operations of the same;
* Making various communication letters Keep confidential records of the company
* Handling/recording books of account as: Disbursement book, Cash book,
* Petty-Cash Custodian
* Liquidating Expenses

Jun 2012 - **WRITER/EDITOR**

Sept 2012 **WORD PAINTERS CO.**

* One of the company’s online content providing-agent working on the same room with different tasks; following instructions given by clients, Editor-In-Chief and President.
* Providing informative details and content solutions for a certain web, mobile applications, and business related information concerning the nature of business the client is engaging online.

Oct 2011 - **DRAFTSMAN/AUTOCAD OPERATOR/SECRETARY**

May 2012 **DMJ REALTY DEVELOPMENT CORPORATION**

* Performed Manual Drafting/Sketching of preliminary residential designs
* meeting with the clients;
* Finalize floor plans using AutoCAD application and modeling plans using Sketch Up
* Ensures the completeness of bill materials;
* Performed business correspondence like, request letter and other clerical job

**CHARACTER REFERENCES**

*Available upon request.*

*I hereby certify that all of the above information are to and correct to the best of my knowledge*