Laurence

Laurence.340377@2freemail.com

**PROFESSIONAL SUMMARY:**

Under the direction of the immediate supervisor, administers accounts. Acts as resource person and resolves problems. Processes or monitors the processing of financial, accounting and payroll transactions. Exceptionally well organized and detail-oriented with ability to meet deadline. Good mathematical and statistical knowledge to ensure error-free calculations.

**WORK EXPERIENCE:**

* **Magpie Café and JRPK Westwood Restaurant**

Finance and HR Officer **(September 2015-October 2016)**

**Responsibilities:**

1. Maintain confidential employee files.
2. Calculate employee salaries, deductions and contributions
3. Completed all employees’ related paperwork and processing related to job classification changes and documentation, hiring and terminations.
4. Supervised and evaluated clerical staff.
5. Maintain financial files and records
6. Responsible for petty cash balancing and reimbursements.
7. Performed month end journal entries and maintained general ledger
8. Advised concerned employees and customers & resolved matters in a quick in effective manner.
9. Performs physical inventory on a weekly and monthly basis.
* **Global Medical Solutions, Inc.**

Finance and Admin Associate **(May 2, 2012-April 30, 2015)**

**Responsibilities:**

1. Performs various administrative and clerical tasks according to the needs of the unit.
2. Prepares correspondence related to the duties of the position. Liaises with appropriate resource persons.
3. Screened resumes, conducted preliminary phone interviews and scheduled interviews
4. Arrange travel for employees and clients.
5. Responsible for scheduling, filing of employee records, monitoring email, and reporting to department and station managers.
6. Collaborated and presented all yearly audit data.
7. Handled daily data entries, income/sales reports, sales receipts and bank account transactions.
8. Coded payables/receivables produced invoices and assisted in preparing monthly financial reports.
9. Assisted Cash and Banking with preparing daily cash deposits.
10. Performed various routine adjustments to company documentations, records and logs.
11. Double-checked accounting reports, verified invoices and various documents for accuracy.
12. Balanced entries, organized documents, debits and credits.
13. Prepared supporting documentation for auditing whenever customers or auditors required.
14. Updates receivables by totaling unpaid invoices,collects revenue by reminding delinquent accounts and notify customers of insufficient payments
15. Performs physical inventory

**SKILLS:**

* Good verbal and written communication skills
* Bookkeeping skills
* Analytical and problem solving skills
* The ability to work to deadline
* A willingness to undertake professional development
* An honest and discreet attitude when dealing with company accounts
* Knowledgeable in Quickbooks Accounting System, IFCA Software and Microsoft Office Applications

**PERSONAL DETAILS & EDUCATION:**

Gender : Female

Civil Status : Single

Height : 5’3

Weight : 130 lbs.

Birthday : February 25, 1990

Religion : Roman Catholic

Nationality : Filipino

**Philippine School of Business Administration- Quezon City, Philippines**

**Bachelor of Science in Accountancy (2006-2011)**

**CHARACTER REFERENCES:**

Available upon request.