**JOVELYN**

**JOVELYN.344580@2freemail.com**

**BAGONG SILANG CALOOCAN CITY, PHILIPPINES**

**Career Objective**

More than 2 years of dynamic and solid experience in financial accounting, budget analysis, and financial reporting within two large different kind of organization. Looking forward to take up a challenging role as an International Accounting /Financing Specialist in a repute organization.

**Core knowledge & Skills:**

* Strong analytical, communication and problem solving skills
* In-depth knowledge of MS Office applications and Accounting Software’s.
* Hands-on experience in handling Accounting and Financing relative activities
* Comprehensive knowledge in Accounting, Financing, Sales reports and Analysis.
* Extensive knowledge of business, finance, accounting and budget administration
* Highly competitive in duties and responsibilities.

**Summary of Professional Experiences**

*Organization*: LENDING CORPORATION

*Duration:* February 2015-FEB 2016

*Designation:* Branch Accountant

* Developing standard financial models to support the accounting systems of the organization
* Reviewing monthly balance sheet accounts and performing analysis of appropriate entries
* Preparing annual budgets and monthly forecasts reports
* Preparing account reconciliation statements and monthly journal entries
* Preparing of monthly balance statements and accrual entries
* Preparing Monthly, Annually Comprehensive and Comparative Financial reports.
* Monitoring Cash Inflows out outflows through Banking System.
* Check issuance and disbursement.

*Organization*: REALTY CORPORATION

*Duration:* JUNE 2016- SEPTEMBER 2016

*Designation:* Accounting Associate

* + Handling Rent Receivables Monitoring and Evaluating of Escalations Adjustment.
	+ Daily cash and checks deposit of sales from rentals.
	+ Preparing Comprehensive Report of daily and monthly sales.
	+ Sorting and Evaluating of withholding tax and Vat inclusives.
	+ Preparing Weekly payroll of construction form sites building.

*Organization:* LENDING CORPORATION

*Duration:* February 2016-May 2016

*Designation:* Administrative and Documentation Support

* Assigned for processing the Documentation of Licenses permits, and

 Preparing Budget management for expenses incurred of the branch extension.

* Making a Specific period of time to manage the forecasted sales versus expenses of the branch to be opened.
* Also responsible for opening the funds through bank for business transactions, branch operations.

*Organization :* PETRON DEALER

*Duration :* September 2016-till date

* + - Monitoring and Collecting Account Receivable of clients.
		- Daily Checking of sales report.
		- Monitoring the flow of inventory.
		- Preparing some administrative task such as daily time records of employee, preparing daily delivery schedule compiling seasonal documented files.

**Summary of Educational Qualifications**

*Bachelor’s Degree in Business Administration Major in Financial Management*

University of Caloocan City, Philippines