** Christopher**

**Christopher.349399@2freemail.com**

**CAREER STATEMENT**

Over 5 years of experience in the field of Purchasing Specialist, Financial Analyst, and Administrative Assistant. Natural leadership and management qualities coupled with good communication and presentation skills leading and dealing effectively with people at all levels.

Multi-tasking, responsible, fast-learner, smart, competent and reliable.

Good customer service, quality-oriented, systematic, flexible, computer literate, accounting literate, and good English communication skills.

Energetic, results-oriented individual or team player profession, eager to bring strong administrative and accounting skills to a growing company.

Can perform well with optimal levels in highly stressful situations. Flexible and hardworking with drive to succeed.

**WORKING EXPERIENCE**

**ASIAPRO MULTI-PURPOSE COOPERATIVE**

**Finance Analyst**

70 San Rafael Street, Kapitolyo,

Pasig City, Metro Manila, Philippines

**May 2015 up to February 2017**

Supervises the preparation of billings/sales invoices; checks the correctness and completeness of Sales Invoice, including the attachments such as Billing Summary Report.

Checks the completeness and correctness of Sales Invoice for reimbursable expenses for the accounts of clients

Attends to collection of account receivables from clients. Addresses billing complaints of clients.

Schedules and communicates the collection to the coordinators, Accounts Facilitators and Billings Processors.

Prepares Statement of Accounts

Coordinates with the Accounting team for the reconciliation of billings for proper recording and completeness after the end of each month.

**PHILIPPINE SEVEN CORPORATION (7-11).**

**DPC SPECIALIST / ACCOUNTANT**

7th Floor, Columbia Tower, Mandaluyong. City, Philippines

**April 2014 up to March 2015**

Reconciliation of Purchases transactions (Warehouse and Direct to stores Deliveries.) Submits Monthly Purchases Summary Report to General Accounting.

Consolidates Final Inventory Variation to all zone offices for final charging.

Submits Final Ending Inventory to General Accounting to complete the process.

Facilitates issues and concerns of Audit Department in terms of Final Merchandise report issued to stores. Handles Direct to stores deliveries interface to be forwarded to AP section.

Monitors compliance of the accountants on the ff:

* + Timely and accuracy on submission of MR (Merchandise Report) and FIV to stores
	+ Timely and complete update of cash on hand per batch, to make sure that delayed and short deposits are properly accounted at once.

Interacts and handled complaints from store managers, and reporting directly to department head if needed

**PHILIPPINE SEVEN CORPORATION (7-11).**

**DPC TEAM LEADER / ACCOUNTANT**

7th Floor, Columbia Tower, Mandaluyong. City, Philippines

**November 2012 to March 2014**

Handles 30 convenience stores of 7-11 retail company.

Interact with customer to provide information in response to inquiries about services to handle and resolve complaints

Posting, verifying duties to obtain primary financial data for the use in maintaining accounting records

Checking of and receiving the documents from operations divisions and e-data from store. Checking and validation of Receiving Log and its attachments vs. -e data

Checking and validation of CRB (Cash Receipts Book) and its attachments vs. e-data Validation and monitoring of validated deposit slips.

Prepares Final Audit Inventory Variation

Ensure proper charging of the accounts and compliance to policies and procedure – Sales Module

Provide Merchandise Report of Stores.

Making sure that all data needed by the accountants under my team is complete, and submitted on time

Assisting the accountants when facing a problem to directly coordinate with the store manager

**PROFFESIONAL SKILLS**

**Computer Skills**

Proficient in Microsoft Office Software application. (Excel, Microsoft word, Microsoft Outlook, and Power Point)

Strong computer skills for research details needed for reports and promotional activities.

Skilled at administering office e-mail through outlook as well as inter-office and intra-office communications.

**Typing Skills**

Typing spend of 45 wpm with 90% accuracy.

Skilled at using all forms of clerical or office machinery.

**EDUCATIONAL ATTAINMENT**

TERTIARY : BACHELOR OF SCIENCE IN ACCOUNTANCY

**University of Luzon**

Perez blvd. Dagupan City, Philippines

SY: 2008-2012

SECONDARY : **Buenlag National Highschool**

Buenlag, Calasiao, Pangasinan, Philippines

YR: 2004-2008

**PERSONAL INFORMATION**

Date of Birth : December 28, 1990

Age : 26

Height : 5’6”

Sex : Male

Civil Status : Single

Nationality : Filipino