****Maricor

[Maricor.353204@2freemail.com](mailto:Maricor.353204@2freemail.com)

**WORK EXPERIENCE**

|  |  |  |  |
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| **YWA HUMAN RESOURCE CORPORATION** | | |  |
| **1268 General Luna St., Ermita, Manila 1000** | | |  |
| **YWA is a duly recognize manpower company with head office based in Manila, Philippines which** | | |  |
| **recruits, processes, deploys, and assists in the post-deployment of Overseas Filipino Workers to** | | |  |
| **various projects in the Oil & Gas, Petrochemical, Civil & Construction, Shipyards & Dry-docks, Medical** | | |  |
| **and Hospitality industries.** | | |  |
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|  |  |  |  |
| **Finance Supervisor** | | **Leonisa L. Butal, Finance Manager** |  |
| **Immediate Superior:** | |  |
| **February 1, 2013 - present** | | |  |
| **Finance Asst. Supervisor** | | |  |
| **Immediate Superior:** | | **Leonisa L. Butal, Finance Manager** |  |
| **March 1, 2010 – January 31, 2013** | | |  |
| **Finance Personnel** | | **Leonisa L. Butal, Finance Manager** |  |
| **Immediate Superior:** | |  |
| **January 2009 – February 28, 2010** | | |  |
| **Immediate Superior:** | | **Daisy P. Nicdao, Finance Supervisor** |  |

**April 21, 2008 – December 31, 2008**

**Gathers and checks all supporting documents for payment of suppliers, reimbursable expenses of cancelled workers, cash advances of employees, petty cash replenishments, computation of separation pay of employees, amicable settlement on potential legal cases,**

**fund subject for immediate liquidation in preparation for check vouchering;**

**Prepares internal invoice for incidentals incurred by clients paid in advance by the company; Prepares bank reconciliation report;**

**Prepares monthly, quarterly and yearly tax filings: Tax Form 2316 Annual Income Tax Return of Employees (W2), 1604CF Annual Alphalist of Employees, 1604E Annual Alphalist of Employees subject to Expanded Withholding Tax, 1601-C Withholding Tax on Compensation, 1601-E Expanded Withholding Tax, 2550M Monthly VAT Remittance, 2550Q Quarterly VAT**

**Remittance;**

**Assists in preparation of quarterly and annual Income Tax Returns – prepares monthly trial balance, audits official receipts and daily collection report;**

**Assists in the preparation of the annual audited financial statements;**

**Prepares monthly remittances on other government statutory deductions and loans of employees on Social Security, Home Development Mutual Fund, Phil Health Insurance;**

**Computes and process employees’ payroll which includes: timekeeping, government deductions (withholding tax, Social Security, health insurance, Home Development Mutual**

**Fund), loans, and payroll adjustments;**

**Process surety bond of legal cases for appeal and application of its time deposit; Monitoring and updating of 201 files of all employees;**

**Bring up to date on new tax and labor policies;**

**Maintains books of accounts – Cash Disbursement Book and Cash Receipts Book; Prepares monthly trial balance report;**

**Maintains a Processing Fund released to Liaison officers for the purpose of payment of workers’ compliance for deployment (OECs, visa, authentication and translation);**

**Attends BIR (Bureau of Internal Revenue) meetings for concerns such as LOA (Letter of Authority) or other Regional Division Office/Special Investigation Division/ VAT Audit Division**

**notices;**

**Attends on seminars involving tax and payroll concerns;**

**Organizes company’s events – outreach program, summer outing, anniversary and Christmas parties;**

**August-September 2010 – reliever on credit & collection;**

**Other tasks include: reliever on cashiering, in-charge for purchasing of office and admin supplies, overall in charge of company’s affiliates: YWA Trade Test & Training Center Inc, YWA Workforce Phils Inc, QA Dynamic Workforce Solutions Inc., which includes books of accounts, collection, Income Statement report in preparation of Income Tax Return filing, tax filing and payroll of employees.**

**MJM RICEMILL**

**MJM Ricemill, Intercity, Wakas, Bocaue, Bulacan**

**A sole proprietor business engaged in rice milling, wholesale rice trading and supplying rice to various well-known restaurants in the Philippines.**

**Accountant**

**Immediate Superior: Maika G. Mariano, Owner January 7, 2008 – April 18, 2008**

**Maintains petty cash fund amounting to Php20,000 replenished daily; Prepares daily cash position report and monthly bank reconciliation; Prepares payroll for employees and workers.**

**SKILLS**

**Expert skill on MS Excel**

**Intermediate skill on MS Word Knowledge in MS Access**

**Knowledge in MS Outlook**

**Knowledge in Internet Explorer and Google Chrome Event Organizer**

**Payroll Master**

**SEMINARS ATTENDED**

**“The Annual Management Review”**

**An Assessment of the Performance of 2015, and the Strategic Planning for 2016 Pan Pacific Hotel, Malate, Manila**

**December 11, 2015**

**“BMW#3: Basic, Must-Know & Winnable”**

**Guide on Overseas Placement & Employment Matters for Licensed Employment Providers H2O Hotel, Quirino Grandstand, Luneta, Manila**

**March 29, 2014**

**“The Annual Management Review”**

**Assessment of the Performance of 2013, the TOWS Analysis & the Strategic Recommendations for 2014**

**Pan Pacific Hotel, Malate, Manila January 11, 2014**

**“Tax Bootcamp for Tax Practitioners & Tax Agents”**

**A Comprehensive Seminar on Income Tax, Value Added Tax, Withholding Tax and Tax Updates**

**Yuchengco Institute for Advanced Studies, RCBC Plaza, Makati June 24, 2013**

**“Quality Documents”**

**Scanning, Photocopying, and Adobe Photoshop**

**Conference Room, YWA Human Resource Corp., Ermita Manila February 25, 2013**

**“Search & Rescue Orientation & Sar Tools, Equipment & Accessories Familiarization” Army Reserve Command, Fort Andres Bonifacio**

**March 26, 2011**

**“ISO Awareness Seminar”**

**3rd flr, YWA Human Resource Corp., Ermita, Manila May 22, 2010**

**“Fire, Health, and Safety Training”**

**Conference Room, YWA Human Resource Corp., Ermita Manila March 17, 2010**

**“The Handbook (Employees Manual) Training Orientation” Conference Room, YWA Human Resource Corp., Ermita Manila January 20-29, 2010**

**“Recruitment as a Business”**

**Conference Room, YWA Human Resource Corp., Ermita Manila January 20-29, 2010**

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| **EDUCATION** |  |  |  |  |  |
| **1992-1998** | | **Saint Claire School** | |  |  |
|  | **Primary and Intermediate Education (March 1998)** | | | |  |
| **1998-2002** | | **Saint Anthony Academy of Quezon City** | | |  |
|  | **Secondary Education – 2nd Honorable Mention (March 2002)** | | | | |
| **2002-2007** | | **Philippine School of Business Administration – Quezon City** | | | |
|  | **Bachelor of Science in Accountancy (March 2007)** | | | |  |
|  | **Bachelor of Science in Business Administration – Marketing (March 2007)** | | | | |
| **PERSONAL INFORMATION** | | | |  |  |
|  |  | |  |  |  |
| **Birthday:** | **November 25, 1985** | | | **Age:** | **31 y/o** |
| **Height:** | **151 cms** | | | **Weight:** | **103 lbs** |
| **Religion:** | **Roman Catholic** | | |  |  |