

**JOHN**

**JOHN.359516@2freemail.com**

**SUMMARY:**

Accounting graduate with 4 years of experience. My goal is to be part of a company or institution that will enhance my knowledge and will provide working experience, opportunity for professional development and career growth as a prospective member of the industry.

**PROFESSIONAL EXPERIENCE:**

**JSETH Real Estate Consultancy**

 Jr. Accountant

January 2015 – November 2016

**Responsibilities:**

* Record and prepare journal entries for daily transactions.
* Assist in the preparation of FS.
* Follow-up collections with clients.
* Process Payroll.
* Prepare and update collection record.
* Update & file official receipt.
* Record and update daily disbursements.
* Monitor and update petty cash voucher.
* Prepare weekly budget.
* Prepare tax report.
* Prepare monthly cash reconciliation.

**Banco De Oro Unibank, Inc.**

Accounting Assistant

December 2012 – January 2015

**Responsibilities:**

* Record and post daily transactions.
* Assist in preparation of monthly branch level FS.
* Prepare year end adjusting entries.
* Monthly checking and balancing of supplies inventory.
* Prepare transaction slips for payment of daily expenses.
* Prepare check for payment of monthly expenses.
* Prepare and issue official and acknowledgement receipt.
* Prepare CASA report.
* Prepare time deposit and other investment report.
* Prepare cash position (Daily & Monthly).
* Prepare teller’s proof (Daily).
* Prepare daily and monthly report.
* Check and file transaction slips.
* Batching and vouching of teller’s daily transaction.

**EDUCATIONAL BACKGROUND/ACHIEVEMENTS:**

2007 – 2012 Graduate*,* B.S. Accountancy, Adamson University, Manila Philippines

**KEY SKILLS:**

* Proficient in basic computer programs: Microsoft software (MS Word and MS Excel).
* Good written and oral communication skills.
* Ability to multi-task in a fast-paced environment.
* Able to perform task even under pressure.

**ORGANIZATIONS/AFFILIATIONS:**

* Junior Philippine Institute of Accountants –Adamson University Chapter (2011-2012),P.R.O
* Banco De Oro Unibank, Inc. – Reposo Branch (2013-2015) Branch Steward

**PROFILE;**

*AGE:* 26

*BIRTHDAY:* May 13, 1990

*GENDER:* Male

*CIVIL STATUS:* Single

*CITIZENSHIP:* Filipino