***Jay***

[***Jay.360471@2freemail.com***](mailto:Jay.360471@2freemail.com)

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**OBJECTIVE :** *To maintain financial reports, records, and general ledgers; prepare, analyse and perform general bookkeeping.*

*To secure a demanding accounts receivable/payable position in an established and reputable company.*

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**EXPERIENCE :**  January 2010 – February 2017 **JGM Finance Corp.** Bacolod City, Philippines

**Accounting Clerk**

* *Handles account payable duties: Assigned issuance of check all disbursement vouchers main branches.*
* *Assigned for releasing check all disbursement vouchers to the suppliers.*
* *Reviews & check all attached disbursement vouchers.*
* *Prepares monthly summary advances with attachment of different branches all expenses incurred..*
* *Files document in proper order, support accounting personnel.*

**Bookkeeper**

* *Reviews invoices by checking all supporting documents for payment then prepares for encoding to QuickBook Accounting System.*
* *Input type vouchers, invoices, checks, account statement, process bill for payment*
* *Prepares monthly advances of affiliates & branches.*
* *Prepare daily replenishment revolving fund and petty cash fund everyday transaction.*
* *Secures completeness and sort source documents.*
* *Performed other tasks that maybe assigned by the chief accountan*t.

February 2002 – Dec 2009 **Ver-Con Marketing, Corp**. Bacolod City, Philippines

**Account Receivable Clerk**

* *Post costumers payment by recording cash, checks transactions on Peachthree Accounting System, all Booking & Delivery truck Salesman collection report.*
* *Update receivables by totalling unpaid invoices.*
* *Verifies validity of accounts discrepancies by obtaining and investigating information from sales, trade promotions and from costumer;*
* *Verify and follow-up costumer unpaid account*
* *Resolves valid authorized deductions by entering adjusting entries. Prepared a printed sheet all monitored costumer past due account & then give to salesman’s for collection.*
* *Reconciled weekly & monthly all delivery van and booking salesman by monitoring their inventory actual count.*
* *.Prepare account receivable monthly report and then print for validation.*
* *After validation print a copy as serve for finalization report for submission to the accounting supervisor*
* *.Protect organization’s value by keeping information confidential.*
* *Accomplishes accounting and organization mission by completing related results as needed.*

**Account Payable Clerk**

* *Review, verify invoices and check requests.*
* *Sort code and match invoice, set invoices up for payment.*
* *Enter and upload invoices into system, track and process expenses reports.*
* *Prepared disbursement voucher of all principal invoices by the suppliers including their discount terms COD, 15 days and 30 days.*
* *Prepare petty cash replenishment summary.*
* *Prepare bank reconciliation every other day just for sure all cash remitted by Salesman and was deposited in that day they remit.*
* *Checking of invoices all purchases order by costumer every day to day transactions and forwarded to warehouse for preparations of stocks and then delivered to outlets on a specific order date.*

**Cashier**

* *Prepare daily remittance report of all booking salesmen then submitted to operation manager for counter checked.*
* *Filled-up bank deposits slip all cash remittance, dated checks, manager check everyday transaction.*
* *Monitor bouncing of costumer account by addressing salesman’s the status of payment if they collect or withdrawn of stocks.*
* *Update report of sales delivery receipts to sub-module for accounting data.*
* *Reconcile accounts payable transactions*.

**Sales Support**

* *Prepare reports required by principal using Sub-Module and Peachtree Accounting System.*
* *Send report through email as required by the manager and supplier.*
* *Print weekly, semi-monthly and monthly report for the Manager’s and accounting file.*

nary 2002 – Dec 31,

April 1997 – December 2001 **Philex Mining Corporation Sipalay City, Philippines**

**Accounting Clerk**

* *Assigned Payroll Clerk: I handled and prepared payroll every 15th and 30th day of the month.*
* *Collect and organize time sheets and enter information related to employees and pay periods into a computer*
* *Monitors various deductions by posting to their individual index cad such as company salary loans And be sure all monthly amortization posted to payslip.*
* *Double check aspect of payroll related to hourly wages and yearly salaries as well as overtime, vacation and sick days.*
* *Updates payroll records by entering changes employees/employer deductions of covered agency ( SSS, Medicare, Tax withheld (BIR) and Pag-ibig Fund).*
* *Determine payroll liabilities by calculating employee federal and state income and social security taxes, unemployment, and workers compensation payments.*
* *Resolves payroll discrepancies by collecting and analysing information*
* *Maintain payroll operations by following policies and procedures, reporting needed changes.*
* *Maintains employee confidence and protects payroll operations by keeping information confidential.*
* *I am excellent typing skills, making sure a company pays employees accurately and on time.*
* *Contributes to team effort by accomplishing related results as needed.*
* *Maintains payroll information by collecting, calculating and entering data.*
* *Provides payroll information by answering questions and requests.*

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**TRAINING &** **Ver-Con Marketing, Inc. Bacolod City, Philippines**

**Seminar Empowerment Seminar** certificate issued September 8, 2007

* *Topic: Based on the idea that giving employees skills, resources, authority, opportunity, motivation, as well holding them responsible and accountable for outcomes of their actions, will contribute to their competence and satisfaction.*

**7 Habits of Highly Effective People Seminar** issued March 14, 2008

* *Self- starter, resourceful, enthusiastic, innovative, team player, articulate, networked.*

2006 **West Negros University** **Bacolod City, Philippines**

**SEMINAR** **Marketing Associates**

* *Open symposium about how the marketing plans must be effective.*
* *How the marketing objectives strategy plans.*
* *Developed excellence in sales training course*.

**On the Job Training**

* *Conduct an audit to mini-department stores through inventory actual count versus a stock card file.*
* *April 1996, A/R Clerk at Pag-ibig Fund – Update record of payment, validates and print all account received from private & public agency.*

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**EDUCATION** **College**

**1992 – 1997 Bachelor of Science in Accountancy**

**West Negros University** Bacolod City, Philippines

**Secondary**

**1988 – 1992 Our Lady of Sorrows Academy** Hinoba-an, Negros Occ.

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**KEY SKILLS** *Excellent in oral and written English*

*Knowledge in MS Word, Excel and Powerpoint*

*Familiar with in accounting cycle from journal entry to finalization*

*Familiar in QuickBook, PeachThree and Tally ERP 9*

*Detail oriented person that has a good time management especially on heavy working load*

*Uses initiative, works with minimum supervision and takes appropriate responsibility.*

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**LANGUAGES** *English, Tagalog, Hiligaynon*

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**OTHER** *Date of Birth : July 3, 1975*

**PERSONA**L  *Civil Status : Married*

**DATA**  *Nationality : Filipino*

*Height : 5’ 4”*

*Weight : 115 Lbs.*

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**REFERRENCES** Available on request