

**ALJED** **ALJED.365841@2freemail.com**



**Career Objective**

To become a part of a company where I can contribute in achieving its corporate goals and I can utilize my knowledge and skills to seek diversity and chance for professional enrichment.



**Skills**

Knowledgeable in using QuickBooks, Microsoft NAV - Dynamics & SAP Computer Literate (Microsoft Word, Excel, PowerPoint, Publisher)

Good Communication skills (both oral and written) Hardworking, energetic, and conscientious

Possess high level of initiative, drive and resourceful Dependable and work with less supervision

Grasp new assignment quickly and anticipate developments



**Experience**



ABS-CBN SHARED SERVICE CENTER (FINANCE DEPARTMENT)

* **Project – Based (Fixed – Asset Group)**
* **Asset Accounting Specialist (Fixed – Asset Group)**

**November 24, 2015 – December 31, 2016**

* + Clearance Processing
	+ Inventory Monitoring
	+ Asset Creation in EPICOR & SAP system
	+ Prepare Depreciation Journal Entries
	+ Prepare Rollforward Report
	+ Inventory Count
	+ Field work – Inventory Tagging



TECHNO TIME RETAILERS CORP (ACCOUNTING DEPARTMENT)

* **Assistant Accounting Supervisor (Costing Team)**
* **Senior Accounting Associate**
* **Accounting Associate**

**May 6, 2012 – August 4, 2015**

* + Supervised all 6 companies with more than 50 store branches
	+ Team Lead - Cost Accounting Group
	+ Prepare Pre & Post closing meeting for the Report Target dates
	+ Prepare Journal entries for the shipment of New delivered/manufactured items
	+ Update Inventory Masterfile of all brands
	+ Checking of daily monitoring of Inventory movements for all brands
	+ Checking of Monthly Cost of Goods Sold Report
	+ Checking of Reconciliation of inventory records vs Accounts Receivable Team records
	+ Cheking reconciliation of inventory records vs actual physical inventory
	+ Coordinate with Supply Chain management & Store Managers
	+ Field work - Inventory Count in store branches



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|  | **On-the-Job Training** | GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS) |  |  |
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|  |  |  **Administration Staff** |  |  |
|  |  | June 24 – September 16, 2011 |  |  |
|  |  |  |  |  |
|  | **Education** | UNIVERSITY OF CALOOCAN CITY - PHILIPPINES | 2008-2012 |  |
|  |  | **Bachelor of Science in Business Administration** |  |  |
|  |  | **Major in Financial Management** |  |  |
|  |  | TALA HIGH SCHOOL – PHILIPPINES | 2004-2008 |  |
|  |  | **Secondary Education** |  |  |
|  |  | BAGONG SILANG ELEMENTARY SCHOOL (MAIN) - PHILIPPINES | 1999-2004 |  |
|  |  | **Elementary Education** |  |  |
|  |  |  |  |  |  |
|  | **Personal Data** | **Date of Birth:** | July 14, 1992 |  |  |
|  | **Place of Birth:** Jeddah, Saudi Arabia |  |  |
|  |  |  |  |
|  |  | **Nationality:** | Filipino |  |  |
|  |  | **Civil Status:** | Single |  |  |
|  |  | **Height:** | 5’4” |  |  |
|  |  | **Weight:** | 138 lbs. |  |  |
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