**JONREY**

[**JONREY.365936@2freemail.com**](mailto:JONREY.365936@2freemail.com)

**CAREER OBJECTIVE**

To pursue a job in an organization that provides a challenging work environment and opportunities to grow professionally and individually and to give significant contribution to the company with the best of my abilities.

**EMPLOYMENT EXPERIENCE**

**INNOVATION GROUP**

Office No. 2301, Tiffany Towers,

Cluster “W”, Jumeirah Lake Towers

P.O.Box 4452, Dubai, UAE.

* ***Accounts Executive***

August 2014-March 2017

VISA EXPENSE ACCOUNT

• Posting Journal Entries

• Using Tally ERP9 Accounting System

• Raising Invoices to client

• Maintaining Visa Expense Cost Center

• Monthly Reconciliation

PETTY CASH CUSTODIAN

• Posting Receipt and Payment

• Using Tally ERP9 Accounting System

• Maintaining and balancing cash

• Daily Reconciliation

CHEQUE CONTROLLER

• Prepare and update the payment tracker

• Upload template for approval

• Printing of cheques

• Monitoring, dispatching and filing

DATA ENTRY

CASHIER / CUSTOMER SERVICE

Responsible for the general accounting function including preparing journal entries, maintaining balance sheet schedules and ledgers and account and bank reconciliations. Assisting with monthly closings and account analysis and supporting the senior accountant in carrying out the responsibilities of the accounting department.

**SUMI PHILIPPINES WIRING SYSTEMS CORPORATION**

Hermosa Ecozone Industrial Park

Palihan Hermosa, Bataan Philippines 2111

* ***HR - Purchasing Staff***

January 2012 – July 2014

1. Process the request of General Purchases.

* Receive Request to Purchase (RTP)
* Canvass Items
* Sourcing Suppliers
* Process Authority to Do Business (ADB)
* Release Purchase Order (PO)
* Sending E-mails and Faxes
* Follow Up Deliveries

1. Assist on receiving orders.

* Counterchecking of delivered items to Purchase Order (PO)
* Checking of Documents (Delivery Receipt & Sales Invoice)
* Receive and Distribute orders to designated end user
* Prepare Receiving Report (RR)
* Forwarding of Documents to Accounting Department for Payment

1. Purchasing System Data Controller

* Uploading of Items
* Encoding of Suppliers

1. Update the Company’s Suppliers’ Master File.
2. Centralized Office Supplies Controller.

* Prepare Monthly Projection of Ordering Supplies
* Monitoring Critical Level of Stocks
* Controlled Distribution of Supplies

1. Performs other functions delegated by the immediate superior.
2. Coordinate with Logistics for Imported Orders.
3. Managing files (Filing).
4. Answer phone calls.
5. Assisting administrative management.
6. Scheduling and coordinating meetings, events and other similar activities.
7. Supports overall company objectives.

**JERICHO & DIOJANA “G” FOODS CORPORATION**

**Jollibee Dinalupihan**

Mabini Extension Dinalupihan, Bataan Philippines

* ***Accounting Clerk***

April 2009 – September 2009

* Maintains accounting records by making copies; filing documents.
* Maintains accounting databases by entering data into the computer; processing backups.
* Protects organization's value by keeping information confidential.
* Updates job knowledge by participating in educational opportunities.
* Accomplishes accounting and organization mission by completing related results as needed

**KATHEA “G” FOODS CORPORATION**

**Jollibee Balanga**

J.P. Rizal St. Balanga, Bataan Philippines

* ***Cashier (Customer Service)***

August 2008 – January 2009

* Greet customers as they arrive at the store and provide them with information about products and/or services
* Respond to customers’ complaints and resolve their issues
* Take payment in exchange of items sold
* Bag, box and wrap purchased items
* Identify prices of goods using memory or scanner
* Enter transactions in the cash register and provide customers with the total bill
* Sort and count currency and coins
* Issue receipts and change to customers
* Count money at the end and beginning of each shift
* Process exchanges and refunds
* Train other staff members to work as cashier
* Maintain knowledge of store inventory and sales activities
* Keep the work area tidy and clean

**EDUCATIONAL BACKGROUND**

Tertiary **Bataan Peninsula State University**

Balanga Campus, Balanga City, Bataan Philippines

**Bachelor of Science in Accountancy**

April 2011

**CERTIFICATE OF COMPETENCE / ELIGIBILITY**

* **CAREER SERVICE EXAMINATION – PPT PROFESSIONAL LEVEL PASSER**

*CAREER SERVICE PROFESSIONAL ELIGIBILITY*

PASSER 82.77%

CSC Regional Office 3

City of San Fernando, Pampanga Philippines

October 2010

* **CERTIFIED COUNTER TRAINER**

*JERICHO & DIOJANA “G” FOODS CORPORATION*

Jollibee Dinalupihan

Mabini Extension Dinalupihan, Bataan Philippines

September 2009

**PERSONAL DATA**

Date of Birth : November 04, 1989

Place of Birth : Hermosa, Bataan Philippines

Nationality : Filipino

Visa Status : Tourist

Sex : Male

Age : 27

Civil Status : Single

**TRAINING AND REVIEW ATTENTED**

* **MUNICIPALITY OF HERMOSA, BATAAN PHILIPPINES**

*OFFICE OF THE MUNICIPAL TREASURER*

On-The-Job Training

Burgos St. Hermosa, Bataan Philippines

* **CRC-ACE REVIEW SCHOOL INC.**

3rd Flr. C. Villamor Building

873 P. Campa St. cor. Espaňa Mnl. Philippines

**CHARACTER REFERENCES**

Available upon request.

*I hereby certify that all written information above are true & correct to the best of my knowledge.*