

**Jerica**

**Jerica.369095@2freemail.com**

**Professional History**

April 2016 – April 2017

Eastwest-Orient Marine Services Corp.

Makati, Philippines

Accounting Staff

April 2015 – April 2016

My Mommy’s Food Specialist Inc.

Olongapo City, Philippines

General Accountant

**Academic Achievements**

Bachelor of Science in Accountancy

Columban College, Inc.

Olongapo City, Philippines

March 2015

Certified Accounting Technician

(CAT Level 1 – Certified Bookkeeper) Passer

January 10, 2015

**Country Experience**

Philippines

**Nationality**

Filipino

**Languages**

English

Tagalog

 **Technical Skills and Knowledge**

Oracle VM Virtual, MS Office (Excel, Word,

PowerPoint and Outlook)

**Detailed Experience**

**April 2016 – April 2017**

**Eastwest-Orient Marine Services Corp.**

**Makati, Philippines**

**Accounting Staff**

Assigned in reconciliation of accounts

Doing Intercompany Recon of Accounts Payable & Receivable

Prepared daily cash flow in order to monitor cash availability

In charge in safekeeping of money and confidential documents

Preparing monthly payroll

Encoding and recording daily sales and purchases using accounting system

Monitors Accounts Receivable - responsible for collection, deposits and Daily Collection Report

Supervise Accounts Payable - prepares and releasing supplier's cheque payments

Responsible in handling petty cash and disbursement of petty expense

Prepares monthly financial report of the incoming and outgoing cash, invoice issued, cash flow and accruals In charge in preparation, calculation and disbursement

of employees leave accruals and End of Service Benefits

Maintains and organized a systematic filling

**April 2015 – April 2016**

**My Mommy’s Food Specialist Inc.**

**Olongapo City, Philippines**

***General Accountant***

* Encoding and recording daily sales and purchases using accounting system
* Maintaining and examining the records of government agencies
* Prepared monthly payroll
* Acted as a petty cash custodian
* Responsible in checking goods purchased through documentation and encoding in the system
* Preparing cheque – match invoices to cheques. Ensure proper payment is made to all suppliers in a timely manner
* Prepared daily cash flow in order to monitor cash availability
* In charge in safekeeping of money and confidential documents
* Monthly / Year-end inventory of goods purchased, stocks, equipment and utensils
* Assigning entries to proper accounts
* Preparing monthly report to know the company’s income or loss
* Prepared monthly bank reconciliation of different bank accounts
* Assisting the auditor in making the financial statement of the company
* Studying the reports of auditor then submit and report the file to the management
	+ Reviewed and monitored daily cash position