MATHEW

Email: [Mathew-397066@gulfjobseeker.com](mailto:Mathew-397066@gulfjobseeker.com)

PROFESSIONAL SUMMARY

Detail-oriented Accounting Assistant bringing experience in accounting field. Hard-working and proactive with solid foundation of trustworthy and dependable performance. Conscientious financial professional seeking opportunity within a dedicated team. Eager to contribute immediate value to team through proven history of top-level performance and integrity. Motivated staff with progressive experience in the accounting industry. Energetic self-starter and team builder able to navigate high-stress situations and achieve goals on time and under budget.

EDUCATION

2018 **Kolehiyo Ng Subic** Olongapo City, Philippines

**Bachelor of Science in Accounting**

2014 **Castillejos High School** Castillejos,Zambales, Philippines

**Secondary**

WORK HISTORY

June 2018 **Accounting Assistant** Olongapo City, Philippines

December 2019 Is a 100% Filipino-Owned Corporation, engaged in the production and distribution of industrial and medical gases as well as liquefied petroleum gas(LPG) in the Philippines. Specialize in contracting, maintenance, and distribution for works related to natural and medical gas systems.

* Receive and track shipments in warehouse area.
* Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in warehouse area.
* Monitored multiple databases to keep track of all company inventory.
* Obtained documents, clearances, certificates and approvals from local, state and federal agencies.Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
* Computed taxes owed by applying prescribed rates, laws and regulations.
* Filed tax returns and prepared governmental reports in compliance with strict standards.
* Processed payroll and calculated deductions by accurately using software to secure payment traceabilities.
* Gathered all banking transactions via statements, recorded activity in excel format and reconciled balances.
* Monitored accounts payable and receivable status and delegated tasks as needed.
* Reviewed general ledger entries for accuracy and to determine completeness.
* Balanced reports and batch summaries to submit for approval.
* Maintained accuracy when reviewing and reconciling general ledger.
* Analyzed departmental documents for appropriate distribution and filing.

September 2017 **MY MOMMY’S HOUSE OF KARE-KARE**-**Accounting Assistant** Olongapo City, Philippines

April 2018 Is a Filipino Restaurant serving luscious and mouth watering Filipino Cuisine and our Chef's Specialty "GOAT". Home of the best kare-kare and crispy pata in the Philippines.

* Perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.
* Negotiated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable.
* Assist shipping and receiving unloading trucks and checking in merchandise in warehouse.
* Prepared payroll reports and examined payroll register to detect errors and improve accounting accuracy.
* Verified items billed against items received and followed-up with vendors and employees to reconcile variances.
* Posted financial data in Excel spreadsheets and managed inventory.
* Reconciled all expenses and accounts, including company credit cards and expense accounts.
* Tracked employee time and attendance for payroll.
* Complied with all established policies and performed bank reconciliations, accounts payable/receivable, invoicing, billing, collections, balance records, vendor payments and profit and loss statements for clients.
* Reorganized accounts payable processes, decreasing supplier payment delays.
* Tracked expenses and income for businesses while organizing and maintaining bank statements for checking accounts.
* Obtained documents, clearances, certificates and approvals from local, state and federal agencies.
* Supported Accountant with daily operational functions.
* SKILLS
  + - * Accounting
      * Database
      * Inventory
      * Maintenance
      * Payments
      * Shipping and Receiving
      * Microsoft Office
      * Interpersonal Skills
      * Payroll

PERSONAL PROFILE

**AGE :** 22 yrs. old

**DATE OF BIRTH :** Sept 10, 1997

**GENDER :** Male

**VISA STATUS :** Visit Visa

**HEIGHT :** 5’8

**NATIONALITY :** Filipino

**CIVIL STATUS :** Single

**RELIGION :** Catholic

**LANGUAGUES SPOKEN:** English

**MATHEW**