

MARY JANE ZABALA BASILAN

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❖ CAREER OBJECTIVE

Outgoing, motivated team player eager to contribute dynamic customer service, administrative, supervisory, team building, and organizational skills towards supporting the objectives of an organization that rewards reliability, dedication, and solid work ethics with opportunities for professional growth.

❖ WORK EXPERIENCE

HUSKY PLASTICS CORPORATION

Plastics Manufacturing Industries
No. 641 T. Santiago St., Lingunan Valenzuela City Philippines
April 11, 2016 – Up to present

Nature of Business:

PLASTICS MANUFACTURING

➤ **Position – Accounting Supervisor** (Accounting System – QUICKBOOKS)

- Directly manages the day-to-day operations of the Accounting Department – covering General Ledger (GL)
- General Accounting, Accounts Payables (A/P), Accounts Receivables (A/R), Inventory Accounting, General Accounting Financial/Management Reporting and Payroll Administration
- Utilizes accounting methods and practices that are in strict compliance with company accounting policies and generally-accepted accounting standards and practices.
- Assists the Comptroller in the company budgeting exercise by determining and formulating the expense budget of the Accounting Department.
- Ensures departmental compliance with all process flows and quality procedures of the Accounting function.

ACCOUNT RECEIVABLES

- Checks accuracy and completeness of Statement of Account (SOA) prepared by Accounting Assistant A/R; Signs-off on SOA accordingly and returns SOA to Accounting- A/R.
- Checks accuracy and correctness of information contained in the Customer Collection Report (CCR) and signs-off accordingly.
- Discusses any short- or over-payment with Sales Agent or AGM and initiates the preparation of any Credit Memo (CM) or Debit Memo (DM) as needed.
- Transmits customer collection checks/cash to Treasurer with the appropriate supporting documents.
- Receives bank deposit slip copy of customer collection and files along with CCR and other attached documents into the A/R customer file.
- (For cancelled deliveries) Retrieves all copies of Sales Invoice (white, pink, yellow, blue) and stamps 'Cancelled' on all SI copies;
- Voids SI entry in Quickbooks; transmit all copies of cancelled SI for file.
- Reviews monthly summary recording/reconciliation of EWT certificates by the Accounting- Bookkeeper.
- Reviews entries in the manual books of accounts – Sales, Cash Receipts – maintained and updated by the Accounting- Bookkeeper.
- Checks accuracy and completeness of AR-in and AR-out entries in the Customer Jacket.
- Reviews monthly A/R Ageing Report from A/R Accounting Assistant

ACCOUNTS PAYABLES

- Reviews completeness and accuracy of contents of the Accounts Payables Voucher (APV).
- Reviews completeness and accuracy of contents of the Expanded Withholding Tax (EWT) certificate on taxes withheld on payment to suppliers.
- Secures from Treasurer the bank and check number details to be contained in the Check Voucher (CV).
- Reviews completeness and accuracy of contents of the Check Voucher (CkV) or Cash Voucher (CV).
- Transmits to Treasurer CkV or CV and other related documents necessary to support preparation of check or cash payments to suppliers.
- Keeps cash received from Treasurer in a secure and locked cabinet/ vault pending payment to Supplier.
- Reviews entries in the manual books of accounts – Purchases, Cash Disbursements maintained and updated by the Accounting- Bookkeeper.
- Reviews/reconciles monthly BIR filing of EWT 1601-C and 1601-E against General Ledger (GL) balance.
- Coordinates/ effects BIR payment thru EFPS system and prints out BIR confirmation e-mail for file.

INVENTORY ACCOUNTING:

- Checks and reviews inventory transactions encoded in Quickbooks on a random basis for completeness and accuracy;
- Ensures that Quickbook inventory balances are reconciled on a regular basis against Warehouse stock cards
- Reviews skipped series summaries of inventory movement source documents and monitors subsequent reconciliation/explanation until resolution.
- Highlights to Operations Manager (OM) and Assistant General Manager (AGM) any unresolved inventory discrepancies for subsequent management disposition.

GENERAL ACCOUNTING & FINANCIAL/MANAGEMENT REPORTING:

- Reviews Lapsing schedules.
- Posts transactions to General Journal books and maintains all records required to be kept for BIR purposes.
- Prepares monthly Cost & Expenses Report.
- Reviews monthly and quarterly VAT Returns.
- Prepares monthly Trial Balance (Working paper)
- Prepares reportorial requirements to be submitted and filed with the BIR.
 - Monthly and Quarterly VAT reports with schedules
 - Monthly preparation of Summary List of Purchases (VAT relief)
 - Monthly Withholding Taxes- Employee compensation
 - Monthly Withholding taxes- Expanded
 - Quarterly Income Tax Return
 - Summary Alphalist of Withholding Tax at source (SAWT & CWT)
 - Alphalist of Employees (Annual)
 - Alphalist of Payees (1604-E)
- Ensures timely and complete filing and payment of Annual BIR registration
- Ensures timely and complete payment of all government-required licenses and permits.
- Keeps updated with new BIR Revenue Regulations and attends relevant BIR seminars and briefings.

PAYROLL ADMINISTRATION:

- Reviews calculation of semi-monthly payroll processing and ensures accuracy and correctness of data.
- Reviews calculation and recording of the 13th month pay and all employee deductions (e.g. SSS premiums/loans, HDMF premiums/loans, PhilHealth cash advances, etc.)
- Reviews monthly remittances SSS, HDMF, PhilHealth.

OTHER – IT RELATED:

- Coordinates with 3rd-party suppliers with regard to software contracts:
 - Payroll system – 128 Computer Tech
 - Quickbooks – Sagesoft
- Ensures monthly back-up of payroll system and accounting data
- Ensures all IT requests related to hardware and trouble-shooting services are covered by approved TRFs.

ADMINISTRATIVE DUTIES:

- Coordinates with Office Admin with regards to repair and maintenance of office equipment, telephone lines and power interruption.
- Ensures that all Accounting files and records are maintained a neat, well-labeled and organized manner.
- Responsible and accountable for all assets/equipment assigned to and/or used by him/her.
- Brings to the immediate attention of the Comptroller and Assistant General Manager (AGM) any incident, issue or problem which requires attention/ resolution.
- Guides, instructs and oversees the activities of all subordinates; Responsible for their supervision and control.
- Reviews and endorses all overtime and SL/VL requests of all Accounting staff.

AL MASSA GROUP OF COMPANIES

AL MASSA HOTEL APARTMENT P.O
Box 19483, Zayed Bin Sultan St., Al
Ain United Arab Emirates
October 24, 2013 – November 6, 2015

Nature of Business:

HOTEL INDUSTRY

➤ Position – ACCOUNTANT (Accounting System – FIESTA)

- Checking of all guest invoices, cash receipts and registration cards in accordance with existing Hotel Apartments Policy and to ensure that all imposed charges was collected properly.
- Daily auditing of all hotel revenues such as Room Charges, Telephone, etc transactions.
- Evaluation on the swiping of saflock cards for actual check-in and check-out time.
- Always ensure that all check out rooms were cleaned and ready for new check in
- Examination of all cash, credit card and company payments for hotel accommodation
- Setting up the book of accounts from the operational year 2013 to current operation year
- Prepares journal entries on Revenue, AP & AR, Bank Receipts and Payments, Inventory, Purchasing, Payroll & other hotel expenses using FIESTA system
- Monitor and record all hotel expenses
- Preparation of monthly reports such as schedule of depreciation, accruals, and prepayments
- Reconciliation for bank and other affiliated company
- Prepare statement of accounts to be send in the company for collection of their payment
- Follow up & make collections to all Accounts Receivable and make necessary report
- Reconciliations of credit cards transactions and company dues to ensure that all collectibles were settled to avoid long outstanding receivables.
- Prepare the income report for payment of tourism fees in ADTA.
- Prepare the balance sheet report for annual audit and answer auditor query regarding the balance sheet and make necessary adjustment to finalize the financial report.
- Maintain files, including filling of documents, journal voucher, cash receipt voucher and purchase receipts
- Assists the ADTA Auditor for the examination of Book of Accounts
- Recording and monitoring of Daily Collection, Foreign Currency Visa & MasterCard of all related parties
- Performs other duties assigned from time to time

DUMALAOG CONSTRUCTION INC.

June 15, 2000 – October 15, 2013

No. 85 Mabolo St., Maysilo Malabon City

Philippines

Nature of Business:

General Contractor- Fabrication and Installation of Stainless Steel, Fabrication and Installation of all kinds of Mechanical Equipment, Civil Works, Electrical Works, Cladding and Insulation.

➤ **Position – ACCOUNTING HEAD**

- To manage the day-to-day accounting functions of the company by maintaining and producing financial information and accounting tasks of company accounts and records.
- Responsible for the operation of all accounting systems and records, including cash receipts, expenditures, investments, purchasing, inventory, assets and payroll.
- Responsible for the preparation of internal and external Financial Statement
- Responsible for the checking and releasing of Sales Invoice
- Responsible for the renewal of all government licenses – Business Permit, PCAB, DOLE and others
- Responsible for the preparation of quotation and correspondence
- Responsible for the checking of the weekly and monthly payroll
- Bank Reconciliation

➤ **Position - BOOKKEEPER**

- Responsible and in-charge in recording the books of accounts.
- Responsible and in-charge for preparing Sales Invoices (Billing)
- Responsible and in-charge for the liquidation of cash advance of personnel and officers
- Responsible and in-charge for the weekly summary of Accounts Payable and Accounts Receivable
- Responsible and in-charge of the monthly government obligations of the company and its corresponding documents such as: BIR, SSS, Pag-ibig and PHIC

❖ **SKILLS:**

SKILL	REMARKS
Computer Literate	: Microsoft Office & ADOBE Photoshop (Excel, Word, Powerpoint, Publisher) Basic AUTOCADD
Accounting System	: FIESTA; PeachTree ; Quickbook ; IDS

❖ **TRAININGS/SEMINARS:**

Topic/Course Title

- UPDATES ON VAT
RDO24 BUREAU OF INTERNAL REVENUE
VALENZUELA CITY METRO MANILA
- ELECTRONIC FILING AND PAYMENTS SYSTEM (EFPS) RDO24
BUREAU OF INTERNAL REVENUE
VALENZUELA CITY METRO MANILA
- RECONCILIATION OF LISTING FOR ENFORCEMENT (RELIEF) RDO24
BUREAU OF INTERNAL REVENUE
VALENZUELA CITY METRO MANILA

❖ **EDUCATION:**

Education Level : College Degree
Course : Bachelor of Science in Accountancy
School/University : St. Louis College
Location : Valenzuela City
Year Graduated : April 2000

❖ **PERSONAL DATA**

Age : 38 years of age
Date of Birth : August 11, 1977
Gender : Female
Civil Status : Single
Religion : Catholic
Nationality : Filipino

❖ **REFERENCES**

Upon request

