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### **CAREER OBJECTIVES**

- Detail oriented payroll analyst with excellent in customer service, analytical and problem-solving abilities, interested, in the position of Payroll Associate. Bringing ability to create and successfully import data into payroll system as well as outstanding proficiency in Excel, Word and Outlook.
- Seeking to provide payroll processing services in the Payroll Associate. Bringing my 3 (Three) years payroll experience, knowledge of standards concepts, practices, and procedures of Payroll processing, and experience with the large volume processing PrismHR.

### **SUMMARY OF QUALIFICATIONS:**

- Working for 3 years as Payroll Processor in AMADEX Services Corp.
- Successfully ran biweekly Payroll Reports which ensured accurate payroll processing.
- Worked effectively and efficiently under stressful situations to meet deadlines.
- Acted with urgency to provide accurate and timely information to all associates and management on a daily basis.

### **WORK EXPERIENCE**

**ACCENTURE, Inc.** – May 4, 2015 - Present

***Data Analyst (May 2015 – June 2018)***

- Collect, analyze, and report data to meet customer needs. Identify new sources of data and methods to improve data collection, analysis, and reporting. Collect customer requirements, determine technical issues, and design reports to meet data analysis needs.

***Reporting Analyst (June 2018 to Present)***

- Maintain databases and perform updates as necessary to ensure accuracy. Accurately analyze and collect data for various types of business reports. Regularly examine data reports to locate and resolve mistakes throughout.

**AMADATEX Services Corp.** - June 15, 2006 – May 1, 2015

***Business Process Associate (June 15, 2006 – June 2012)***

- Completed data entry tasks with accuracy and efficiency. Prepared source data for computer entry by compiling and sorting information.

***Payroll Associate (June 2012 – April 2015)***

- Process client's payroll in weekly, bi-weekly, semi-monthly basis including special payroll and requests. Checking and validation of all assigned payrolls and ensuring 100% compliance to statutory, regulatory, and organizational policies. Processing of year-end activities – like payments summaries, tax annualization and other related reports. Adjusting employee compensation upon receiving Performance Incentives form outlining pay rate change.

**ABACUS BOOK & CARD CORPORATION (National Bookstore)** – March 1, 2006 – May 4, 2006

***Cashier***

- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer. Balancing the cash register and generating reports for credit and debit sales. Processing refunds and exchanges, resolving complaints. Following store procedures regarding coupons, gift cards or the purchase of specific items. Maintaining a clean workspace.

**SURPLUS SHOP CORPORATION** – July 9, 2005 – December 9, 2005

***Cashier***

- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer. Balancing the cash register and generating reports for credit and debit sales. Processing refunds and exchanges, resolving complaints. Following store procedures regarding coupons, gift cards or the purchase of specific items. Maintaining a clean workspace.

**JOLLIBEE FOODS CORPORATION** – June 8, 2004 – October 18, 2004

***Service Crew***

- Prepare and serve food, process customer payments, and provide customer service.

**EDUCATIONAL BACKGROUND**

- DR. FILEMON C. AGUILAR MEMORIAL COLLEGE  
Bachelor of Science in Business Administration major in Economics  
June 2001 to April 2005
- TESDA (Las Pinas)  
Basic Computer  
April to June 2005

Character Reference upon request.