

JOCELYN RENDORA EREJER

4C Alberto Residencia, 418 M.F. Jhocson St., Brgy. 408, Sampaloc, Manila

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Objective:

To enable to apply my knowledge, skills and abilities in any organization as part of my growth and development as a human person.

Work Experiences:

Assistant Accounting Supervisor

Choice Gourmet Banquet Inc.- McDonald's Lucky Chinatown Main, Binondo, Manila
Subsidiary of Megaworld Corporation- Taguig City

April 2018-present

Senior Accounting Analyst

Choice Gourmet Banquet Inc.- McDonald's Lucky Chinatown Main, Binondo, Manila
Subsidiary of Megaworld Corporation- Taguig City

July 2016-present

Junior Accounting Analyst

Choice Gourmet Banquet Inc.- McDonald's Lucky Chinatown Main, Binondo, Manila
Subsidiary of Megaworld Corporation- Taguig City

July 2013-July 2016

Duties and Responsibilities

Inventory

- Encode & monitor Deliveries, Transfer's In & Out of Products
- Performs reconciliation of inventory with others stores and store management system (SMS).
- Conduct Monthly Inventory Count and Prepare Inventory Report.

Payment Endorsement

- Checks billings/invoices for preparation of payment endorsement form.
- Performs Pettycash replenishment.

Sales

- Performs Daily Sales Report and submit Monthly Sales Report.
- Prepare Statement of Account for collection purposes.
- Monitors Accountability Forms (OR, AR, SOA, SI, Transfer Tickets and Credit Memo)

Others:

- Performs monthly Cash Audit in POS, Safe Fund and Pettycash Fund.
- Performs Monthly E-Sales for BIR
- Assist other store accountants for their concerns.
- Check inventory report of other stores.
- Prepare management reports.
- Attend Meetings

Educational Attainment:

Tertiary:

Bachelor of Science in Business Administration Major in Financial Management

Adamson University

San Marcelino, Manila

S.Y. 2010-2013

Bachelor of Science in Accountancy

Adamson University
San Marcelino, Manila
S.Y. 2008-2009

Qualifications:

- Responsible, hardworking and trustworthy.
- Knowledgeable in MS Office such as MS Word, MS Excel, MS PowerPoint etc.
- Flexible on work hours.
- Willing to be trained.
- Fast Learner, Keen to details and organize.

Personal Information:

Birthdate : July 11, 1991
Age : 29years Old
Birthplace : Almagro, Western Samar
Religion : Roman Catholic
Mother's Name : Adelaida R. Erejer
Father's Name : Edito P. Erejer

Trainings Attended:

Values for Keeps

Megaworld Learning Academy
April 10,2017

Values Development & Leadership Training

Megaworld Learning Academy
November 2014

Character References:

Raquel Molo

Senio Accounting Analyst

Megaworld Corporation- Taguig City
0995-226-7689

Michael Legaspi

Restaurant Manager

McDonald's Lucky Chinatown Main- Binondo, Manila
Choice Gourmet Banquet Inc.
0916-646-8762

Mariquit Perez

Operations Manager

GS Go Bros., Inc.-Sta, Ana, Manila
0917-536-1056

I hereby certify that the above information is true and correct through the best of my knowledge and abilities.


Jocelyn R. Erejer
Applicant