

Jazel Viggayan

NBP Reservation Balimbing Drive Población, Muntinlupa City, Philippines

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WORK EXPERIENCE

ACCOUNTS PAYABLE SPECIALIST

- Implement efficient working processes and co-ordinate, assign and review the work of clerks engaged in the following duties: administering accounts payable and receivable; processing, verifying and recording financial documents and forms; a processing, verifying and recording payables; and collecting user fees and payments on overdue accounts
- Examine and verify accuracy of work and authorize routine payments, credits and other transactions
- Resolve work-related problems and prepare and submit progress and other reports.

Mar 2021 - January 2022

ALLEASY, INC.

MUNTINLUPA CITY, PHILIPPINES

ACCOUNTING SPECIALIST

- Examine and analyze journal and ledger entries, bank statements, inventories, expenditures, tax returns and other accounting and financial records, documents and systems of individuals, departments within organizations, businesses or other establishments to ensure financial recording accuracy and compliance with established accounting standards, procedures and internal controls
- Examine accounting records and prepare financial statements and reports
- Examine financial accounts and records and prepare income tax returns from accounting records
- Analyze financial statements and reports and provide financial, business and tax advice
- Prepares and issuing checks. Maintain and controlling petty cash expenses.
- Prepares report for BIR and Bank Central of the Philippines.
- Prepares Balance Sheet and Financial Statement
- Financial Report to CFO.
- Processing invoices and other accounts payable.

April 2017 - February 2019

RUSTAN COMMERCIAL CORPORATION

MAKATI CITY, PHILIPPINES

FINANCE ANALYST

- Assist in preparing operating and investment budgets.
- System Reconciliation
- Reviewing Petty Cash
- Reviewing and Processing invoices
- Prepares cheque

PROFESSIONAL SUMMARY

Experienced Analyst with over 5 years in Finance and Accounting, I develop the exceptional interpersonal, communication and multitasking abilities. I learned to be keen in every detail, patient and work under pressure that helps me mold into the field of Finance and Accounting. As well as a volunteer missionary I learned to be passionate in serving and facing people with energy and friendly manners with accuracy of need.

SKILLS

- Interpersonal Skills
- Ability to work under pressure
- Paying attention to detail
- Patient
- Multi-tasking
- Goal-Driven
- Flexible
- Communication Skills
- Optimistic
- Customer-oriented
- Challenge driven

TECHNICAL SKILLS:

Microsoft Office Suite, Typing, iOS, ATMs

INDUSTRY KNOWLEDGE:

Cash Handling, Banking, Loans, Mortgages, Ledger Balancing

EDUCATIONAL ATTAINMENT

*Bachelor Of Science Major in Finance Management
Lyceum Of Aparri, Philippines
Jun 2012 - Jun 2016*

Jun 2016 - Jan 2017

**GLOBAL ONE INTEGRATED SOLUTION
MAKATI CITY, PHILIPPINES
ACCOUNTING ANALYST**

- Prepares and issuing checks.
- Process and reviewing the expenses of petty cash
- Inventory
- Processing and reviewing invoices.

2014 - 2016

**EJ MICRO STORE
MACANAYA APARRI, CAGAYAN
CASHIER**

- Handle cash, credit, or check transactions with customers
- Scan goods and collect payments
- Ensure pricing is correct
- Issue change, receipts, refunds, or tickets
- Redeem stamps and coupons
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Make sales referrals, cross-sell products, and introduce new ones
- Resolve customer complaints, guide them, and provide relevant information
- Bag items carefully
- Greet customers when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Process returns and check to see if items are damaged
- Answer customers' questions and get a manager if answer doesn't solve the issue
- Bag, box, or wrap packages

Provide excellent customer service to ensure satisfaction

VOLUNTEER WORK

March 2019 - October 2020

**THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS
NAGA CITY, PHILIPPINES
FULL-TIME MISSIONARY**

- Talking to people everyday
- Preaching the gospel
- Attend trainings and conferences
- Determining the needs and concerns of people
- Daily Planning and Weekly Planning
- Walking around the talk and knock doors to preach