

## **Jaime F. Rosario Jr.**

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### **PERSONAL DATA**

Age: 36  
Date of Birth: Sept. 29, 1985  
Civil Status: Single  
Height: 168cm  
Weight: 65kg  
Religion: Roman Catholic

### **EDUCATION**

School: **UNIVERSITY OF PANGASINAN**  
Location: Arellano St., Dagupan City  
Course: **BS ACCOUNTANCY**  
School Term: Jun 2002 – Oct 2006

### **WORK EXPERIENCE**

**1. Position: ACCOUNTANT/ BOOKKEEPER**  
Duration: August 2021 – Present  
Company: **TOA GLOBAL**  
Location: 2nd Floor, Business Center 11 Philexcel Business Park, M. A. Roxas Highway  
Clark Freeport Zone Philippines  
Department: Accounting Department

#### **Job Description:**

- Australian Tax knowledge experience in the completion of:
  - Individual Tax returns in Sole Trader Business Schedule
  - Business Activity Statement Preparation
  - Instalment Activity Statement Preparation

- Documentation/Workpaper Preparation for Accounting work above
- BAS Reconciliations for EOY Companies, Trusts, Partnership and Sole Traders
- Tax Planning
- MYOB and Xero - Transaction processing
- Bankfeeds Transaction Allocation
- Creating Coding report per quarter for the unidentified transaction account
- Creating Bank Rules for certain accounts in Xero/ MYOB
- Bank Reconciliation
- Payroll Processing including STP Reporting
- Payroll Reconciliation
- Taxable Annual Payment report processing
- Superannuation Reconciliation
- Xero - Files or Hubdoc for Invoices
- MYOB - Inray for Invoices
- Trade Debtor Reconciliation
- Trade Creditor Reconciliation

**2. Position: ACCOUNTANT/ BOOKKEEPER**

Duration: October 2020 – May 2021

Company: **Studio84, Inc. – Switch/ iStore Apple Products**

Location: 1696 Green Palm Bldg., Baler St. Brgy. Valenzuela, Makati City

Department: Finance Department

**Job Description:** Maintaining bookkeeping databases and spreadsheets A/R Aging Report, Updating Customer information as needed; Communicating with clients to request and arrange payments; Recording and tracking payments in databases; Updating client accounts based on payment or contact information; Managing incoming payments, properly tracking and entering into a database to maintain accurate records; Monitoring for collection and overdue accounts for follow-up; Reconciling client payments; Preparing Sales Invoice of enterprise customer purchases.

**3. Position: PROPERTY INVESTMENT CONSULTANT**

Duration: July 2019 – January 2020

Company: **Alveo Land Corporation an AYALA LAND COMPANY**

Location: 728 28th Street, Bonifacio Global City 1634 Taguig City, Metro Manila

Department: Sales Department

**Job Description:** Perform duties, such as study property listings, advising clients about market conditions, conduct walkthroughs, and provide guidance and assistance through the process of buying, selling, or leasing properties, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts.

**4. Position: PROPERTY SPECIALIST**

Duration: July 2018 – May 2019

Company: **Empire East Land Holdings Inc.**

Location: 10/F Alliance Global Tower

36th St. corner 11th Avenue, Uptown Bonifacio, Taguig City

Department: Sales Department

**Job Description:** Perform duties, such as study property listings, advising clients about market conditions, conduct walkthroughs, and provide guidance and assistance through the process of buying, selling, or leasing properties, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts.

**5. Position: ACCOUNTANT/ BOOKKEEPER**

Duration: Jan 2018 – May 2018

Company: **Nidec Motor Philippines Corporation ( BPO Company )**

Location: 9th Flr. Rockwell Business Center, Sheridan corner United Streets, Mandaluyong

Department: Finance Department

**Job Description:** Match purchase orders to invoices and enter invoices into Oracle; Reconcile processed work by verifying entries and comparing system reports to balances; Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries; Maintain accounting ledgers by verifying and posting account transactions; Verify vendors accounts by reconciling monthly statements. Enter new or update vendor names and data; Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures; Protect organization's value by keeping information confidential.

**6. Position: FINANCE ASSOCIATE**

Duration: May 2015 – June 2017

Company: **Mohd. Yousuf Kafood & Sons Trading & Contracting Co. W.L.L.**

Location: Àl Hail Building Airport Road, P. O. Box: 3244, Doha, Qatar

Department: Finance Department

**Job Description:** Responsible for optimizing business performance to help achieve company goals such as sales, profit and new item listings; Evaluating performance of new products in terms of sales results; Performed variance analysis on Budget vs Actual; Ensured the continuity of P&L per items to manage the variances; Ordering merchandise to the suppliers; Reconciling suppliers accounts; Encoding Proforma Order and Sales Invoice in the Oracle; Matching purchase orders to invoices and enter invoices into Oracle; Sending Packing List of Cargo Container received in the store and Updating the File Cleared/Received Date in the Oracle;

Checking the Store Receipt Voucher Report of storekeeper and Closing the File in the Oracle; Checking the delivery to the customer and to showroom; Updating product inventory and Calculating the re-order point. Pay suppliers by monitoring discount opportunities, scheduling and preparing payments, resolving purchase order, invoice, or payment discrepancies and documentation; Insuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments; Sending email to the suppliers about telegraphic transferred payment information for Updating our suppliers for the payments of orders.

**7. Position: ACCOUNTANT/ BOOKKEEPER**

Duration: Jan 2011 – March 2015

Company: **88Storey Films Corporation**

Location: 2/F Jupiter Center 22 Jupiter St. Corner Galaxy Street, Bel-Air Makati City, Metro Manila

Department: Finance Department

**Job Description:** Posting Journal Entry for Daily Transactions; Reconciling and Analyzing Cash account: Deposits/ Disbursement; Performed project variance analysis on Budget vs Actual; Facilitated forecasting and budgeting process per project; Checking Liquidation of expenses of Project; Preparing Payroll of crew & staff; Preparing checks for Project Funds and Accounts Payables for payment; Checking billing statements of rentals; Preparing Sales Invoicing/ Billing statement of client; Analyzing ledger accounts; Preparing auditing files; Monitoring cashflow requirement and manage project fund; Projecting future payables to be paid.

**8. Position: SERVICE STAFF**

Duration: Mar 2008 - Jun 2010

Company: **Bank of the Philippine Islands**

Location: Paseo De Roxas Makati City, Metro Manila

Department: Fulfillment Banking

**Job Description:** Online Banking System: Additional account enrollment; 3rd Party account enrollment; Card replacement process; Enrollment and Deletion of merchants; Preparing of client statement of account; Maintaining accounting controls and recommend policies/procedures; Recording daily transactions; Maintaining accounts up-to-date; Preparing monthly or quarterly corporate reports on timely basis.

**9. Position: ACCOUNTANT/ BOOKKEEPER**

Duration: Feb 2007 - Feb 2008

Company: **Career Advancement Resources and Employment Services**

Location: 295 3/Flr. Greenview Compound, Santolan Road, Quezon City, Metro Manila

Department: Finance Department

**Job Description:** Performing month-end and year-end inventory count in the warehouse and updating inventory records; Calculating inventory re-order point; Checking daily sales report; Conducting audit in store; Checking time records of crew for payroll preparation; Manage suppliers and intercompany payment cycles; Reconciling sales cash deposits; Ensuring timely and accurate closing of monthly accounts; Reconciling and Analyzing Cash account: Deposits/ Disbursement.

**Other skills:** XERO, MYOB, SAP, Oracle Application- ERP; DataServ System; Accurate System; Acumatica- ERP; MS Outlook; MS Word; MS Excel; Record-keeping and interacting with clients.

#### **TRAININGS/ SEMINARS**

Date	Topic/Course Title
Aug 31, 2021- Oct 15, 2021	<b>Ab2 Accerelator Program</b> Ab2 Institute of Accounting TOA GLOBAL
Jul 30, 2018- Aug 6, 2018	<b>Fundamental and Integrated Real Estate Salesmanship Training</b> Empire East Land Holdings Inc.
Feb 9, 2010- Feb 10, 2010	<b>Operations Workshop Staff Seminar</b> Bank of the Philippine Islands
Nov 20, 2009- Nov 22, 2009	<b>Quality Improvement Process Seminar</b> Bank of the Philippine Islands
Oct 15, 2009- Oct 16, 2009	<b>Relationship Manager Seminar</b> Bank of the Philippine Islands