

SONIA OBELIDOR RODRIGUEZ

📍 General, Trias, Cavite Philippines

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Professional Summary:

As an experienced Payroll Assistant Manager with a background in accounting supervisors, bookkeepers, internal auditors, sales, and business administration, my objective is to continue my career with an organization that will utilize my management, supervision, and administrative skills to benefit mutual growth and success.

Work Experience:

Payroll Assistant Manager, 03/2011 to current

Megaworld Corporation, Taguig City, Philippines

Duties and Responsibilities

- Managed payroll and timekeeping approximately 3,000 employees
- Supervise a team of five employees
- Managed end-of-month functions including payroll tax, employee benefits government mandated remittances and general ledger reconciliations
- Direct and advise staff in the development and implementation of service quality assessment strategies
- Managed employee maternity benefits leave
- Ensures the payroll department's day-to-day operations are efficient.
- oversees the implementation of deadlines and the timely processing of salaries
- Review all payroll processes
- provides salary analysis reports and updates on employee benefit availability
- created and implemented new procedures to improve the quality and quantity of work completed
- Strict monitoring of the new government-mandated rate ruling
- Establish financial and administrative controls; formulate and approve promotional campaigns; and approve overall human resources and payroll planning
- Plan, develop and organize the policies and procedures of establishments
- Handled employee complaints in a sympathetic and efficient manner.
- Hire and train the employees.
- Prepare and submit reports
- Establish work schedules

Frontrow D2C, INC, San Juan City, Philippines

Accounting Supervisor - April 13, 2009 to March 2011

Royal Jolly Town Food Corporations, Philippines

Store Accounting Asst. – December 2008 to March 2009

Duties and Responsibilities:

- Keep financial records and establish, maintain and balance various accounts
- Post journal entries and reconcile accounts

- Responsible to reviews the financial statements and advises the director as to the availability and balance of funds.
- Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations
- Organize financial data into useable information and maintain updated records
- Calculate and prepare cheques for payroll
- Calculate fixed assets and depreciation
- Maintain general ledgers and financial statements
- Requisition or order materials, equipment and supplies

Self-employed business owner, 01/2008 to 11/2008

- Fisheries and Agriculture:
- Vegetables Farming
- Supplier of Telapia Fingerlings

Pilar Development Corporation, Las Pinas, Philippines Internal Auditor - June 1, 2001 – December 31, 2007

Duties and Responsibilities:

- Responsible for pre-audit of all requests for disbursements and vouchers payable prior to check preparation and recording processes.
- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- Responsible for spot cash count daily collections.
- Prepare and present reports that reflect audit's results and document process
- Inventory of fixed assets & materials inventory reconciliation with the accounting department.
- Responsible for audit vouchers payable, Accounts payable and payroll.
- Review accountabilities of each employee on office and other equipment.

MEDICAL CENTER MANILA, Ermita Manila, Philippines Internal Audit Assistant - May 1, 2000 – May 31, 2001

- Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy
- Check, inspect and reconcile bank deposits and payments
- Check all accounting records and clients' databases are updated and functioning properly
- conduct for spot cash count audit petty cash custodian
- Check the medicine delivery matched to delivery invoices
- Conduct physical count of inventory of fixed asset
- Check the request for payment prior to check preparation

Educational Attainment: Bachelors/College Degree

Field of Study	: Bachelor of Science in ACCOUNTANCY
College/University	: Emilio Aguinaldo College, Manila, Philippines
Year Graduated	: APRIL 11, 2000
	: Proficiency in Practicum Trainings

Skills:

- Time management
- Communications skills
- Monitoring skills
- Problem Solving
- Microsoft Excel, Word and Power Point skills
- SAP, NOAH Accounting and Quick books system
- Attention to detail
- Fast-paced environment
- Large workload
- Tight deadlines
- Work under pressure
- Personal Suitability
 - Accurate, Organized, Reliability, Multitasker, Client focus, Dependability, Flexibility and Team player.

Additional Information:

DRIVER LICENSED HOLDER
Non-professional 1 & 2 restriction

PART-TIME JOB

Real Estate Sales Agent

DREAM HOUSE REALTY, Batangas, Philippines
June 2016 To Present

Training & Certificate of Housekeeping/ Room Attendant Palm Plaza Hotel Manila Philippines

February 2008

- Maintenance of guest floors
- Maintenance of the public area
- Maintenance of the Back-of-the-House
- Interdepartmental Support and communication
- Maintain the cleaning supplies, equipment and techniques
- Ability to train others
- Enhancement and preservation of the value of the property