

Jaylyn Jangao

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Cebu City, Philippines

PROFESSIONAL SUMMARY

Experienced Accounting Staff and Bookkeeper for 8 years. Determined and hard-working junior accountant with strong accounting and numeracy skills. Seeking an entry-level bookkeeper role that can help me improve as a professional and as a person. Fully committed to working as best as I can to support the organization in achieving its goals.

WORK EXPERIENCE

Accounting Officer

Aug 2021 - Present

Southernphil Development and Marketing Corp. • Cebu City, Philippines

- Review Site Payroll.
- Prepare the 13th month payroll.
- Process the electronic bank transfer.
- Handle monthly tax compliance.
- Monitor the client schedule by site.
- Review the supporting documents and accounting entries each month.
- Finalize trial balance at end of year.
- Coordinate external auditor on year-end financial statements.
- Handles government renewal documents for construction projects.

Property Management Accountant

Jul 2017 - Feb 2021

Cuervo Far East Inc. • Cebu City, Philippines

- Property Management Accounting.
- Handles billing and collection functions.
- Prepare monthly financial reports.
- Manage Accounts Payable functions.
- Manage the company's petty cash.
- Create an accounting-related Memo to Unit Owners.

Bookkeeper

Jul 2016 - Jun 2017

Iridia Inspection and Testing Corp. • Quezon City, Philippines

- Prepare journal entry per month.
- Handle monthly tax compliance and employee remittances.
- Prepare payroll.

Accounting Staff

May 2015 - Feb 2016

Azia Suites & Residences Inc. • Cebu City, Philippines

- Manage Accounts Payable functions.
- Prepare day to day sales report.
- Preparation and monitoring of accounts receivable.

- Conduct a nightly audit before closing the daily records on the system.

EDUCATION

Bachelor of Science in Accountancy
Stella Maris College • Oroquieta City, Philippines

Jun 2010 - Mar 2015

Students Assistant

SKILLS

PERSONAL SKILLS

- Consistent
- Creative
- Willing to learn new things
- Meticulous

ACCOUNTING and TECHNICAL SKILLS

- Financial Analysis
- Quick in mental calculations
- Budgeting
- Microsoft presentation expert
- SAGE and Quickbooks Accounting System

PROFESSIONAL CREDENTIALS

- DIPLOMA
- TRANSCRIPT OF RECORDS