

JAYZEL JOY C. DE DIOS

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PROFILE SUMMARY

- Proficient in the use of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and the internet
- Customer-oriented with excellent interpersonal and communication skills in English, both oral and written
- Self-motivated, can implement decisions, and set effective priorities to achieve both immediate and long-term goals
- Developed strong interpersonal skills, having dealt with a diversity of professionals and clients. Also, hardworking, trustworthy, tactful, and ethical

PROFESSIONAL EXPERIENCE

ACCOUNTING OFFICER

Majestic Earth Core Ventures Inc.

Feb 2018 – Present
Pasig City, Philippines

- Maintain books of accounts and other basic accounting records as required by the finance head
- Safe keep accounting records, reports, and documents and systematic compilation of accounting records.
- Handle payroll for rank and file employees
- Prepare BIR reports and remittances
- Process vouchers payable, check vouchers, and journal vouchers
- Prepare monthly remittances for withholding taxes
- Maintain accounts payable subsidiary ledger for each supplier
- Handle and monitor cash advance of the employees

ACCOUNTING STAFF

Evolander Motor Corporation

Oct 2010 – Dec 2016
Rizal, Philippines

- Processed and maintained accounts payable for each supplier
- Prepared monthly remittances for withholding taxes
- Confirmed and reconciled accounts payable against the supplier's statement of accounts
- Generated monthly comparative sales reports
- Prepared voucher payable, check vouchers, and journal vouchers
- Computed weekly sales incentives

SKILLS

- Flexible
- Positive attitude
- Time management
- Desire to learn new skills
- Microsoft Office proficient
- Self-motivated
- Highly-organized
- Excellent communication skills
- Multitasking
- Detail oriented

EDUCATION

- **Bachelor of Science in Business Administration Major in Computer Management** | National College of Business and Arts, Philippines, 2010
- **Managing Your Personal Finances** | Technical Education and Skills Development Authority, 2023
- **Introduction to Food Processing** | Technical Education and Skills Development Authority, 2023