

# JANICE A. ROSARIO

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## CAREER OBJECTIVE

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To work as an **ACCOUNTING BOOKKEEPER** where I can make use of my skills and 14 years of experience specializing in accounting, auditing, budgeting, payroll, and financial reporting responsibilities. Proficient in supplying quick responses to financial inquiries from internal management and potential clients. Proven record of excellent job performance by having a 100% occupancy rate in the building administration of rental properties through hard work and job efficiency.

## WORK EXPERIENCE

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### BOOKKEEPER

Communityvalues Realty Development, Inc. (iTOWER Manila)  
Manila, Philippines  
June 2011 – June 2022

- Hands-on experience on bookkeeping tasks
- Ensured that the company maintains its good standing with the suppliers
- Increased reporting cycle frequency resulting in 30% faster collection on past-due accounts and higher productivity
- Maintained records for 253 units with tenants, including ledger accounts
- Calculated fixed assets and depreciation
- Maintained general ledger, and account receivable management.
- Computed and prepared cheque for payroll of employees

### ACCOUNTING ASSISTANT

Mainstream Business Inc. - The SM Store  
Baguio City, Philippines  
November 2010 – April 2011

- Performed general accounting transactions and resolved account discrepancies
- Audited Forex reports, and calculation of gain / loss on forex
- Prepared trial balance of books and month-end financial reports
- Processed payments and documents
- Reconciled various accounts

## **BOOKKEEPER**

ADDESSA Corporation – Baguio Branch

Baguio City, Philippines

July 2007 – May 2010

- Recording and monitoring of financial transactions
- Posted journal entries
- Maintained general ledgers, trial balance and account reconciliations
- Prepared payroll report for employees
- Checked inventory items and prepared month-end inventory report
- Provided quality service in a fast-paced environment

## **EDUCATION AND TRAINING**

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Bachelor of Science in Accountancy

Panpacific University North Philippines

Pangasinan, Philippines

June 2003 – March 2007

## **SKILLS**

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- Site Cost Management
- Payroll
- Microsoft Office
- Bookkeeping
- Oracle Application
- Odoo Application
- IMMS Application
- SAP Application