



MARY TAAAY

FINANCIAL ACCOUNTING
ANALYST



Contact



Malabon City



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Skills

Project Management



Problem Solving



Social Media Management



Leadership



About Me

Financial Analyst with 9 years of experience in construction, meat retail, exhibits, manning agency, and pharmaceutical. My goal is to improve financial performance and support informed decision-making by leveraging my extensive experience in financial analysis, budgeting, forecasting, and strategic planning.



Education

Masters in Business Administration

2019-2025

Polytechnic University of the Philippines

BS in Accountancy

2009 - 2014

Mabini Colleges



Work Experience

Southfield Agencies Inc

April 2022-Present

Special Project Finance Officer

- Manage special project finances while also monitoring and supervising the Finance Team.
- Collaborate with other departments to reengineer processes.
- Handles the social media team of the special project.
- Implement a new accounting system for the group.

DB Philippines Inc

Feb 2021- April 2022

General Accounts Analyst

- Manages the AR and AP accounts, as well as the mandatory BIR requirements, such as loose-leaf reporting.
- Monitor Liquidation and track and manage all expenses.
- Provide Management Report such as sales report and Bank Reconciliation



Work Experience

Power Dimension Inc.

February 2018-February 2021

General Accounts Analyst

- Ensure reconciliation and analyses of Account Balances.
- Implement best qualitative and quantitative practices and procedures.
- Analyze financial performance and day-to-day tasks.
- Ensure the effectiveness of Accounting Control.
- Accounts Payable
- Prepare Financial Statements
- Implement and check the new ERP system.

Attila Inc.

August 2017 - February 2018

Accounting Analyst

- Preparation of Reconciliation
- Monthly checking of Accrual Balances.
- Inventory and Asset Management
- Billing preparation for Sales and Supermarkets.
- Checking of mandatory government remittances.
- Manage Employee Deductions and Advances.

BAM! EXHIBITS INC.

July 2014 - August 2017

Accounting Assistant

- Accounts Payable
- Billing Preparation
- Production Payroll preparation
- Assist the Audit process
- Office Administrator



Highlights

Accounting Software

- Accounting software experience includes SAP, Sage Peachtree, Inhouse Accounting Software, Intuit QuickBooks, and MYOB.
- SAP financial management expertise, covering general ledger, accounts payable and receivable, asset accounting, and financial reporting.
- Expertise with Sage Peachtree, including management of inventory, accounts payable, accounts receivable, and payroll modules.
- Assist in developing the in-house accounting software to optimize financial procedures, manage spending, and provide accurate financial reports.
- Proven expertise in Intuit QuickBooks, including conducting day-to-day accounting chores, bank reconciliations, and financial statement production.
- With knowledge in using MYOB to perform basic activities like as inventory management and financial reporting.