

Name: **Leizel R. Pason**
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E-mail Add: leizel.pason@gmail.com
Mobile No: +639452161517



EDUCATIONAL BACKGROUND

PARTIDO STATE UNIVERSITY

Goa, Camarines Sur

**Bachelor of Science in Accountancy
2009**

March

PARTIDO STATE UNIVERSITY

Goa, Camarines Sur

2005

March

GOA CENTRAL SCHOOL

Goa, Camarines Sur

2001

March

WORK EXPERIENCES

ZI-Techasia (Pilipinas), Inc.

Accounts Payable Staff

February 2015-February 2019

Duties and Responsibilities:

- Records all accounting transactions in the registered books of accounts (computerized accounting system)
- Prepares monthly accounting schedules such as lapsing schedules for fixed assets, receivables, prepayments, advances, accounts payables, accrued expenses, intercompany accounts, and others based on accounting records;
- Prepares monthly bank reconciliation statements and other required general ledger/subsidiary ledger accounts;
- Prepares and checks the correctness of the entire requests for the petty cash voucher, replenishment, and cash advance liquidation and prepares corresponding journal entries.

- Prepares posting of journal entries, maintenance of balance sheet accounts, completion of month end closing transaction and ensuring SL and GL accounts and Trial Balances are properly reconciled.
- Validate approval, completeness and correctness of invoice details, performs invoice processing and assist in reconciliation (when required)
- Prepares the check vouchers and the corresponding accounting entries based on invoices approved by the management

FDA Asia Property Management

Billing Assistant

April 2014-January 2015

GB DISTRIBUTORS, INC.

Credit Assistant

November 2010-March 2014

Cash Management Assistant

June 2009-May 2010

CHARACTER REFERENCES

Mr. Eric Nelson Peña

Accountant- ZI-ARGUS (PILIPINAS) INC.

Mobile No: +639176273306

PERSONAL DATA

Date of Birth:	June 28,1988
Place of Birth:	L.Pan St., Goa, Camarines Sur
Weight:	52 kls
Height:	5'3
Civil Status:	Married
Citizenship:	Filipino