

MAYONISA B. MERCADO

Blk10B Lot1 Petunia St. Vallejo Fairground, Pasong Buaya II, Imus Cavite
Contact No.: +63910 063 3901
E-mail Address: mercadomhay11@gmail.com



CAREER OBJECTIVE

Experienced Accountant with more than 10 years of experience in financial analysis. Looking to bring my general accounting expertise and obtain a position which enables me to expand my horizon. Expertise in all areas of accounting, payroll, taxes and audit.

EXPERIENCE

ACCOUNTING SUPERVISOR

Seaoil Philippines Corporation
19th Flr. Taipan Place, Emerald Avenue, Ortigas Center, Pasig City
March 20, 2023 – up to present

Job Description

- Prepare monthly financial reports for management reporting.
- Supports and supervises 5 accounting assistants for a day to day overall accounting transactions.
- Ensures accuracy and timeliness of disbursements and receivables on a daily basis.
- Process journal entries and perform accounting corrections to ensure accurate reports.
- Perform and assist annual audit for compliance with legal regulations.
- Establish and maintain financial policies and procedures for the company.
- Other related duties and responsibilities that may become necessary or as directed by Finance Director.

ASSOCIATE CORPORATE SERVICES MANAGER

COMCO Southeast Asia Inc.
Unit601E 6F Vicente Madrigal, Ayala avenue, Salcedo Village,
Brgy.Bel-air, Makati City
July 1, 2019 – March 15, 2023

Job Description

- Assists in the preparation and submission of Financial Statements for Mancom.
- Performs scheduling, recording, and processing of Payables, Receivables, Disbursements, Purchase Orders and Sales Invoice
- Reconciliation of accounting discrepancies and recommend corrective actions.
- Handled business permits renewal and new application for legal requirements.
- Knowledgeable in BIR tax compliances.
- Knowledgeable in mandatory government contributions
- Experienced in payroll processes.

FINANCE & ADMIN OFFICER

Ithiel Corporation

2650 A. Bonifacio St. Bangkal, Makati City

August 07, 2014 – June 20, 2019

Job Description

- Preparation and analyzation of Financial Statement for SBU Report every month.
- Provides financial services to the SBU in order to function smoothly and efficiently by proper and timely coordination of all financial activities.
- Monitor Sales and Collection of the company.
- Manages petty cash fund and reimbursements.
- Perform budget forecasting
- Determine and implementing accounting standard and policies.
- Manages employee's advances assuring that all advances are controlled, monitored, liquidated and cleared.
- Reconciliation of Cash on Bank monthly to monitor cash in/out.
- Handle tax computation.
- Assist with audit preparation (Interim and Annual).
- Prepares monthly closing entries to ensure accuracy of financial reports.

TAX SPECIALISTS

American Data Exchange Corporation

Lafuerza Compound, Alabang – Zapote Road, Las Piñas City

February 3, 2014 – August 4, 2014

Job Description

- Process payment of US taxes for Federal and State tax.
- Experienced payroll process of US.
- Has knowledge in Quickbook accounting software.
- Prepare and ensures correcting entries for monthly reports

ACCOUNTING ASSISTANT

SM Mercantile Store Group, Inc.

Bgy. Pala-Pala, Aguinaldo Road, Dasmariñas, Cavite

June 17,2012 – June 17, 2013

Job Description

- Process supplier's invoices and debit notes
- Checks and verify all the receipts.
- Answers or resolve A/P inquiries which may include collections, issues on invoicing, statements, debit notes.
- Manages Inventory record.
- Responsible to process all the payable of the assigned SBU.
- Prepares and encode monthly Alphalist and Relief in BIR Program
- Reconciliation of annual taxes

EDUCATIONAL ATTAINMENT

Tertiary

University of Perpetual Help
General Mariano Alvarez, Cavite
Bachelor of Science in Accountancy
Year Graduated April 2012

Secondary

Nasugbu Institue
Nasugbu, Batangas
Year Graduated March 2008

Elementary

Nasugbu West Central School
Nasugbu, Batangas
Year Graduated April 2004

SKILLS

Speaks effectively and listens attentively
Able to work well with co-workers and minimal supervision
Computer literate (MS Word, Excel and PowerPoint)
Has knowledge of Accounting software like Oracle, Quickbooks, Xero, SAP

CHARACTER REFERENCES

Available upon request