

Apple Rose M. De Jesus, MBA

Lot 8 Block 14 Santan St. Lillesville Subdivision, Lawa Meyc. Bulacan
Mobile No. 0929 138 2980
mangulabnan_apple@yahoo.com / mangulabnanapple3@gmail.com



CAREER OBJECTIVE:

To further my professional career with an executive level management position in a world class company. Seek to diversify my skills in another industry and as part of a larger organization.

SUMMARY OF QUALIFICATIONS:

A graduate of Bachelor degree in Accountancy and well versed in Microsoft Office (MS Word and Excel) Power Point presentations, Ubuntu software (Calc spreadsheet and worksheet) knowledgeable in Peachtree and Adempiere, an open source system.

WORKING EXPERIENCES:

Caloocan Gas Corporation
Quezon City
Accounting/Audit Asst. Manager

October 2004 – present

As Accounting Asst. Manager, our Department's main job description is generating Revenue report, Operating expense, Income Statement directly reported to TOP management.

- Handles 16 accounting staff in-charge in handling 13 Plant and 45 branches located nationwide.
- In charge in providing control in all aspect of the department's function
- Provides instruction and assistance to staff in terms of monitoring, validation, consolidation of reports and other department concerns.
- In charge in coordinating and finalizing reports to be submitted to my superior.
- Conduct evaluation of operating expenses, average selling price, revenue and its percentage performance on a monthly basis and on a comparative year on year with output report submitted to TOP management.
- Handles yearly operating expense budget preparation and accrual report for TOP management's approval.
- Assist the VP for finance in Board meeting presentation and answering verification of the members of the Board.
- Conduct minutes of meeting for Operational and Management Committee Meeting.
- Check and approve all purchases payables before forwarding to my superior.

As Audit Asst. Manager, our Main function is to conduct spot and routine audit to all 13 Plants and 45 branches nationwide.

- As team leader when assigned to branch audit;
Conduct cash and check count, inventory of all company asset and documents.
Validated all audited files from cut to cut-off.
Check all document booklet per series against reported on transactions.
Prepare report of all audit requirements.
- Check all audit report submitted by other audit team.
- Prepare Executive Report on all audited plant and branches submitted to TOP Management.

As Business Analyst, Special Assignment

- Assigned as part of the CORE TEAM to handle and study application of the new system (Adempiere, an open source system) to the company's existing requirements. Part of this is the preparations of proposal for new system or procedure subject for approval of the TOP Management.
- Preparation and issuance of memorandum of all system updates and new implementation.
- Also handles implementation of the new program to 13 Plant and 45 branches.

Apple Rose M. De Jesus, MBA

Lot 8 Block 14 Santan St. Lillesville Subdivision, Lawa Meyc. Bulacan

Mobile No. 0929 138 2980

mangulabnan_apple@yahoo.com / mangulabnanapple3@gmail.com

- Handles all feedback submitted by branches through feedback form. As well as monitoring and assuring that all feedback are given immediate actions.
- Conduct training, orientation and seminar to all branches.
- Conduct testing of all IT customized report before uploading to the system and implementation to concern department or branches.

Wellmade Manufacturing Inc.

April 2001 – October 2003

Iba, Meycauayan Bulacan

Senior AR Analyst

- Evaluates monthly all accounts receivable of customer of a per agent basis
- Monitors credit standing of customer base on their credit terms.
- Reconcile and follow up overdue accounts of customer handled by assigned agents.
- Validate and applies sales return.
- Prepare credit and debit memo to customer based on the reconciled accounts receivable.

Initially assigned as Payable Clerk, part of my functions was the following:

- Checks and validate all expenses submitted by branches for replenishment.
- Prepares check voucher for all suppliers payable and handles monitoring of its approval by the VP - Finance.
- Monitor and prepares monthly Bank Reconciliation report.

Sports House Unlimited

January 2001 – March 2001

Cubao

Accountant

- Handles all book of accounts
- Monitor payables and sales

RFM Jewellery

1996 – December 2000

Lawa, Meycauayan Bulacan

Secretary

- Records sales and daily transaction.
- Issuance of receipts and invoices
- Monitored the Out of Stock Items and make sure to replenish all the out of stock especially the fast moving design.
- Conduct regular inventory.

EDUCATIONAL BACKGROUND:

Master in Business Administration

Graduated 2023

Philippine Christian University

Taft Ave, Malate, Manila

Bachelor of Science in Accountancy

Graduated 1998

Meycauayan College

Meycauayan Bulacan

Apple Rose M. De Jesus, MBA

Lot 8 Block 14 Santan St. Lillesville Subdivision, Lawa Meyc. Bulacan

Mobile No. 0929 138 2980

mangulabnan_apple@yahoo.com / mangulabnanapple3@gmail.com

SEMINARS & TRAININGS ATTENDED:

2009 – Pangasinan

Do's and don'ts in handling compressed gases in Cylinders

January 2014 – Congressional, Quezon City

Adempiere Technical training

August 8, 2015 – Hostel Function Hall, Bulacan State University

Stock Market 101

October 3, 2015 – Valencia Hall, Bulacan State University

Managing Priorities and increasing Work

Effectiveness: Time management and Leadership Style for Busy Professionals

SKILLS & ABILITIES:

Self-motivated, Hands on team player

Hardworking, flexible and can work under pressure with minimal supervision

Strong communication skills

Multitasked person

Accustomed in dealing assigned task in a fast paced and crowd pressured environment

HOBBIES & INTERESTS:

Watching TV

Internet surfing

PERSONAL DETAILS:

Date of Birth : November 13, 1973

Nationality : Filipino

Marital Status : Married

CHARACTER REFERENCES:

Available upon request.