

# Mary Jane Guzman

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## Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## Experience

### • Digital Decoder Tech Inc.

June 13, 2022 - November 10, 2023

HR Visa associate

- Review of all visa documents
- Tracking of all visa status and processing status
- Assisting with TIN application and verification Review and processing of AEP application Review and processing 9G application
- Processing of Downgrading and Cancellation AEP and 9G Assisting with the processing other employee permits
- All other deliverables that may be assigned
- Ensure timely arrangement of extension of exit Clearance Certificate (ECC) processing for expat nationals. Safekeeping of expat passport and other visa documents in the vault and drawer - take out.
- ITR/2316 for Expats who have already worked in the phil/ with previous employer in the phil - retain to attend to the inquiries/concern of the returning expat.
- To coordinate with Admin Department PICs - regarding pick-up transportation arrangements, condo/Hotel accommodation
- To coordinate with HR Department PICs - regarding orientation, activation of HMO, Insurance, including other office- access/credential related items.

### • Skyluster technology Inc.

November-2020 - December-2021

Visa Staff

- Handled international employees' documents.
- Screening, visa classification, scanning of documents, photo capture. Keep-safe confidential documents and information.
- Input, track and maintain all encoded data and records.
- Report any major errors or inconsistencies to upper management. Process working visa (AEP & 9G)
- Tourists visa extension
- Downgrading & Icard emigration
- clearance cert. (Ecc)

### • St. Anthony Medical Center of Marikina, Inc.

November-2017 - April-2019

Accounting Staff

- Maintain and update Accounting Records and files. Prepare Check request for invoices and Delivery Receipts.
- Preparing Disbursement Request form, petty cash, Disbursement voucher, 2307 form.
- Reconciliation of Each HMO and Preparing Statement of account and Advise Clients on financial issues via email or phone.
- Post transactions and categories records in the general ledger (e.g. by assets, liabilities, and expenses) Prepare documents for audits.
- Responding to information requests, reviewing financial statements, and assisting with audits. Ensuring compliance with GAAP.
- Advice billing department on financial issues via email or phone.
- Preparing checks for billings such Electricity bills, water, Wi-Fi, rent, permits etc.
- Inventory every end of the month.
- Assisting the Accounting Manager as needed.

### • Golden green foodnetwork - sister Company (St. Anthony Medical Center)

May-2017 - November-2017

Accounting Assistance

- Create and update expense Reports.
- Update bank book and check deposit receipts. Maintain digital records and physical financial records. Deposit money at the bank

- ◆ **St. Anthony Medical Center of Makina Inc.**  
Accounting Staff - Part-time
  - Maintain and update Accounting old records and files Printing, Xerox,
  - and filling to the designated folder.

## Education

- ◆ **Technological Institute of the Philippines** 2014 to 2017  
BA major in Financial and Management Accounting
- ◆ **National college of Business and Arts** 2013 to 2014  
Accounting technology
- ◆ **Carlos L. Albert High school** 2007 to 2011
- ◆ **Diosdado P. Macapagal Elementary School** 2001 to 2007

## Skills

- ◆ > Strong attention to detail and accuracy
- ◆ > Ability to work independently and manage multiple tasks simultaneously.
- ◆ > Proficiency in Microsoft Office and other relevant software.
- ◆ > Critical thinking
- ◆ > Adaptability
- ◆ > Fast-paced Environment
- ◆ > Analyzing
- ◆ > accounts payable and receivable.
- ◆ > Bank reconciliation
- ◆ > Standards of accounting
- ◆ > Values and ethics
- ◆ > Time management
- ◆ > Financial reporting
- ◆ > Tax understanding.
- ◆ - Data Entry
- ◆ - monitoring and Recording files.
- ◆ - Assisting inventory, budgeting, and Co-ordinating office services.
- ◆ - Schedule Appointments and maintain Calendar.
- ◆ - making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- ◆ - Manage accounts and perform bookkeeping
- ◆ - Answering telephone and relay phone calls and messages.

## Reference

- ◆ **Jeffrey Lee - Skyluster technology Inc.**  
Team leader  
09369278398
- ◆ **Naneth Delos Reyes - JPMorgan Chase & Co.**  
Teller  
4158865997