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Pampanga 2023
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OBJECTIVE:

I am an account handler with strong interpersonal skills, highly creative and motivated to help businesses acquire and maintain clients long-term.

To use my skills and experience and there by aim to promise a positive atmosphere. Seeking a challenging and responsible position to use my abilities and experience effectively and efficiently.

SKILLS:

- Knowledgeable in Google Data Studio Dashboard Development & Xero Software Bookkeeping.
- Mentally, socially and physically disciplined and always willing to be trained.
- Excellent communication skills, fluent in 2 languages(English, Tagalog) Strong Interpersonal skills
- Time management and organization
- Hardworking and Energetic, Flexible, adopt easily to change of environment, work schedule & fast learner.
- Knowledgeable in conducting inventory, costing, sales, BIR and oracle system.

WORK EXPERIENCE:

ACCOUNTING & FINANCE OFFICER/

SUMOSYS, INC (ELECTRONIC MANUFACTURING SERVICES)

SEPTEMBER 2021 to PRESENT

- Coordinate and negotiate prices and quality of items to suppliers.
- Coordinate with vendors regarding discrepancies and other matters as needed.
- Coordinate with internal department related to price matching, invoice aging and receiving.
- Communicate to other departments and managers about their purchase request.
- Email the Purchase Order to Suppliers.
- Monitoring the PR & PO, deliveries items, inventory of consumables, and supplier's accreditation sheet.
- Inventory for all fixed assets.
- Always meet the KPI(all transaction and deadlines)
- Preparing Cash Flow Projection monthly.
- XERO Software and ERP use.
- Monitoring the General ledger transaction.
- Preparing accounts payables and receivables and preparing BIR 2307.
- Checking trip ticket and invoices of shuttle.
- Online payment thru MBOS.
- Checking the invoices and unit cost thru ERP System.
- Preparing & monitoring monthly inventory and sales report.
- Monitoring the outstanding balances/accounts to ensure the payment on time.
- Conducting inventory of finished goods and fixed assets quarterly and year end.
- Coordinate to external and other departments.
- Preparing Sales invoice, Billing Invoice, Official Receipts and collection receipts.
- Investigate, accounts discrepancies, resolve accounts receivable issues with customers.
- Monthly Budgeting (Cash Flow Projection)
- Always meet the deadline (KPI).

ACCOUNTING STAFF/ACCOUNTING ADMINISTRATOR A

CAL-COMP PRECISION (PHILIPPINES, INC.)

October 25, 2018 up to September 18, 2021

General Accounting

- Preparing payment form salary (Direct & Agency), government remittance, and withholding tax thru the Oracle system.
- Checking Trip tickets and invoices of the shuttle.
- Monthly costing report and monthly closing.
- Preparing online processing for BIR 1601C.
- Preparing BIR 2307 form for the vendors/customers.
- Coordinate with external and other departments and managers.
- Examining bank statements and reconciling them with general ledger entries.
- Examining expenses submitted by employees
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable.
- Analyzing data collected in order to determine the state of the company's financial health.
- Analyzing data to understand where the company is generating and losing revenue.
- Examining the proficiency of the software programs used to organize data.
- Problem track record of working effectively within team-based environment, including holding the team accountable to meet deadlines.
- Report fixed asset transactions and balances for internal and external purposes.
- Monthly report balances of All Accounts to be given to the auditor.
- Mid-year and Annual audit of Fixed Asset.
- Processing of all purchases of Raw Materials, allocation of expenses, and recording of amortization.
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ACCOUNTING STAFF

GRAND ROSETTA CORPORATION

November 16, 2015 up to October 19, 2018

- Preparing accounts payable/check voucher
- Input the SPR (Statement of PPLs Released) & VAT details per clients.
- Updating the Statement of Accounts and monitoring the inventory.
- Coordinate to the supplier for purchase request.
- Arrange the billing for the Bureau of custom, encoding the daily transactions and summarizing monthly report.

TAX ACCOUNTING PROJECT

JOLLIBEE WORLDWIDE SERVICE

August 10, 2015 up to November 13, 2015

- Preparing the certificate of registration permit.
- Encoding information data of clients.
- Coordinates with the different store manager and co-workers.
- Getting all information's and details to applying their permits.
- Releasing BIR 2307 Form.

CASHIER/CHECKER (WORKING STUDENT)

GRAND STA. BARBARA INN AND SUITE

January 13, 2013 up to June 30, 2015

- Receives payments, receives call from the customer and ensure that their needs are attended immediately.
- Getting their orders and giving the sale invoices.
- Check the items inside the room completed.
- Operate the Television & CD's.

CASHIER/ACCOUNT OFFICER/BOOKKEEPER

MISTER HAPI BAKERY AND MAMI HOUSE

July 9, 2012 up to October 31, 2012

- Receives payments from costumers, conduct inventory to ensure balances of sales and stocks.
- Coordinate with store branches to know priority products needed and coordinate with production.
- Review and audit receipts versus purchase orders and inventory.
- Packed the bread.

Educational Profile

UNIVERSITY OF LYCEUM PANGASINAN

BS in Commerce Management Accounting (3rd& 4th year) | Graduated April 2013-2015

UNIVERSITY OF PANGASINAN-PHINMA EDUCATION NETWORK

BS in Accountancy

(1ST & 3RD year) 2008- 2011

ST. JOHN'S CATHEDRAL SCHOLL

High School (1st to 4th year) 2004-2008

ST. JOHN'S CATHEDRAL SCHOLL

Elementary (Grade 1- 6) 1998-2004

Specializations

- Microsoft Office- (Word, Excel, PowerPoint)
- ERP & ORACLE SYSTEM
- Outlook, WordPress, Google Sheets
- Xero Software
- QuickBooks

SEMINAR/WEBINAR ATTENDED

- Basic Stock Market
“Stock Market 101: A basic guide to investing in the Philippine Stock Market”
- Website Development using WordPress
- Data Clean-up Process and Basic API using Google Sheets
XCELHUB PAGE-FACEBOOK
- Korean Language Training- December 2022-January 2023
- Trainers Training Course July 8,2023
- Supervisory Development Course 2023

Webinar: Understanding the Impact of the Create Act on the Value-Added Tax (VAT)

ON THE JOB TRAINING

Cooperative Development Authority

- Documentation, receiving payments of clients, receiving calls, arranging files and encoding information data of clients.

CHARACTER REFERENCES:

Ms. Rhodora M. Amatus
Accounting Supervisor
Cal-Comp Precision Phil.Inc.
Lipa City, Batangas
Mobile number: 0917-555-3677

Mr. Gary Santiago
Senior Manager
SumoSys Inc.
Tarlac City
Mobile number: 0923-083-0353

Mrs. Mary Jane D. Bernal
Owner of Grand Sta.Barbara Inn and Suite
Lingayen, Pangasinan
Mobile number: 0999-888-7560

I do hereby certify that all above information stipulated are all true and correct.

Truly yours,

Marjorie M. Camante