

Maria Victoria Lagunsin Dagdagan

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Block 13 Lot 28 Phase 1 Villa de Calamba, Calamba City, Laguna, Philippines



PROFESSIONAL SUMMARY

A leader and manager with a well establish experienced in Accounting. Well versed in Accounts Payable, Account Receivable, Inventory, Bank Reconciliation, General Ledger and Payroll functions. Impressive accounting and communication skills leading to desirable outcome. With a drive for innovation and process improvements to ensure service excellence. Exemplifies integrity and professionalism in all undertakings and is adept in solving problems and making decisions.

WORK EXPERIENCE

Accounting Manager

Oct 2017 - Present

Millennium Distribution System Inc • Ortigas Center, Pasig City, Philippines
Authorized Distributor of Nestle Philippines, Inc.

- Preparation of Monthly Financial Statements and Reports
- Reconcile Balance Sheet accounts
- Provide monthly and yearly comparative Financial Reports to management for planning and to foster continuous improvements
- Oversees and supervise the daily accounting operations
- Maintain an accurate general ledger and provide supervision of Accounting Staff including coordination of the month-end closing of books
- Ensures control, audit, and security of the Business Administrative Operation.
- Work closely with Senior Accounting Manager and Comptroller in directing and controlling resources
- To ensure that statutory financial obligations including audit, tax compliance and others are met

Senior Bookkeeper

May 2012 - Jun 2017

Millennium Distribution System Inc • Ortigas Center, Pasig City, Philippines
Authorized Distributor of Nestle Philippines, Inc.

- Reconcile accounts
- Prepare trial balance
- Post journal entries in the system
- Maintain general ledgers and financial statements
- Calculate and checks payroll for processing
- Prepare financial reports and tax related reports
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems including Fixed Assets
- Manage all the businesses accounting needs
- Post Audit the branches

Bookkeeper

Mar 2011 - May 2012

Maguindanao Distribution System Inc • Sta Rosa City, Philippines

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Prepare cheques for payables
- Prepare and submit the tax related reports on a monthly, quarterly, and yearly basis
- Prepare financial reports

Accounting Assistant

Jul 2000 - May 2007

Peoples General Insurance Corporation • Calamba City, Philippines

- Encoding of policies
- Prepare and issue cheques to vendor
- Collection of receivables and computation of agents incentive
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.

EDUCATION

Practical Nursing

Jun 2007 - Apr 2009

St Augustine School of Nursing • Calamba City

Bachelor of Science in Commerce Major in Management

Jun 1996 - Apr 2000

Colegio de San Juan de Letran • Calamba City

SKILLS

- Accounts Payable
- Accounts Receivable
- Bookkeeping
- Inventory
- Bank Reconciliation
- Audit
- General Ledger
- SAP Knowledgeable
- Oracle Net Suite

VOLUNTEER WORK

Caregiver

Oct 2009 - Oct 2011

Tahanan ni Maria (Home for the Aged) • Cavite City, Philippines

- Assisted patients with daily living activities with personal grooming
- Bathed immobile patients and helped mobile patients into shower
- Completed light housekeeping duties including changing beddings
- Laid out medications according to schedules
- Followed patients care plans and observes patients behaviours
- Helped patients complete therapy and exercise activities