

Jonathan Y. Concepcion

Internal Auditor

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Profile Summary

- An Internal Auditor with sixteen years of experience in analyzing business management and operations to give substantial advice to enhance business practices and performance.
- Knowledgeable in auditing, bookkeeping, accounting, management services, and other related business operations. Fast learner, effective team player and able to motivate staffs for best results.
- Created MS Excel template for Disbursement Book, Check Preparation and Age Analysis which led to faster and more accurate recording and auditing.

Skills

- Proficient in MS Office such as Microsoft Word, Excel, Outlook and PowerPoint.
- Advance Knowledge in Microsoft Excel and Lotus 123
- Hardworking, Fast Learner and Highly organized individual
- Management abilities
- Strong sense of responsibility
- Performance driven
- Can easily adapt to any working environment
- Able to work even under pressure
- Handles sensitive and confidential information.
- Effective verbal, listening and written communication English skills.

Work Experience

Internal Auditor

Mercury Group of Companies, Inc. | Quezon City, Philippines

August 2022 to present

- Mercury Group of Companies, Inc. is the mother company of Mercury Drug drugstore chain, the leading trusted and caring drugstore in the Philippines.
- From Resident Franchise Representative, I was transferred for larger scope of audit but still in the same company.
- Audits different subsidiary companies under the Mercury Group of Companies, Inc. including its branches nationwide such as Mercury Drug, Philusa Corporation Medical Center Trading Corporation and Pacifica Agrivet Supplies, Inc.
- Travels all over the Philippines.
- Audits management of Cash, Accounts Receivable, Inventory, Fixed Asset, Credit/Accounts Payable, Productivity, Human Resource/Personnel, Safekeeping of records and other data needed by the management.
- Audits compliance in Standard Operating Policies and Procedures.
- Checks regulatory compliance of subsidiary companies to avoid penalties.

- Checks branch/company premises for damages and proper housekeeping.
- Provides detailed analysis and information to the management to manage risk and gives advice to enhance operations of the company.

Resident Franchise Representative

Mercury Group of Companies, Inc. | Quezon City, Philippines

January 2008 to July 2022

- Similar to Internal Auditor, Resident Franchise Representative focused on audit of branch records and operation of Franchise Stores of Mercury Drugstore chain.
- Representative of Mercury Group main office to ensure that all the Standard Operation Policies and Procedures are being followed.
- Audits financial statements such as Trial Balance, Income Statements and Balance Sheet.
- Checks the accuracy of the Financial Reports of Bookkeeper such as Cash Receipts Book, Cash Disbursement Book, Purchase Book, General Journal, General Ledger, Bank Reconciliation, Age Analysis of Receivables/Payables and other subsidiary ledgers.
- Created MS Excel template for Disbursement Book, Check Preparation and Age Analysis which led to faster and more accurate recording and audit of the branch Reports.
- Created Macro Lotus 123 format of Daily Sales Report and Inventory Balance Report which was used by all the franchise stores.
- Supervise franchise employees to check if they are doing their assigned duties and responsibilities.
- Handles several customer complaints to minimize conflicts.
- Provide detailed analysis and advice to the management to enhance business operations and performance.
- Analyzed movement of stocks to suggest orders.
- Serves as communication link between Franchise and Mother Company.
- Reports performance of the franchise to the executives and top management of Mercury Drug main office.
- I was assigned to different franchise store with varied management styles and different working environment for fourteen years in the field and led them to hit budgeted sales performance.

Education

Bachelor of Science in Management Accounting Saint Mary's University – Bayombong, Nueva Vizcaya (2007)