

MARC ANDREI SANCHEZ

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Career Objective

To obtain an accounting career that will best suit my skill set and qualifications, providing my four years of accounting expertise, ideally in bookkeeping, accounts payable or receivable.

Professional Summary

Detail-oriented accounting team member with great administrative and financial management skills who is dedicated to keeping accounting data accurate, confidential, and up to date. Consistent reliability in a fast-paced work environment, as well as willingness to take on any duty to assist the team.

Professional Skills

Microsoft Excel – highly proficient

Exceptional attention to details

Fast adaptation to working environment

Organizational and leadership skills

Independent and self-motivated team player

Outstanding data entry (100+ words per minute)

Familiarity with Sage, Xero, QuickBooks, and Tally.ERP 9 accounting softwares

Excellent interpersonal and communication skills in verbal or written

Educational Background

Business Administration Diploma - Accounting Major

Bow Valley College, Calgary

Year 2021-2023

Bachelor of Science in Accounting Technology

Our Lady of Fatima University, Philippines

Year 2013-2017

Work Experience

1080920 Alberta Ltd. O/A Grace Electric 7070A Farrell Road SE, Calgary, Alberta T2H 0T2

Bookkeeper – November 2023 to *Present*

- General bookkeeping: Entering transactions, Generating invoices and financial reports
- Bank Reconciliation
- Accounts Receivables and Payables
- Payroll
- Administrative tasks, Document Control

Starbucks Coffee Canada Inc. 409 East Hills Blvd SE, Calgary, Alberta T2A 4X7

Shift Supervisor - June 2023 to *Present*

Barista – September 2021 to *Present*

- Cash and inventory management
- Customer relations

Stonehenge Manpower Services Philippines

Data Encoder and Auditor – January 2021 to June 2021

- Data encoding (alphanumeric, letters, numbers, special characters, capitalizations, punctuations)
- Ensuring data accuracy

National Contracting Electrical & Sanitary Installations Co. LLC United Arab Emirates

Assistant Accountant – May 2018 to May 2020

- Journal entries, Auditing, Bank Reconciliation
- Accounts Receivables and Payables
- Payroll, Administrative tasks,, Document Control
- Human Resource works, Creating lease agreements, Customer relations

Berringer Hotel & Resorts, Inc. Philippines

Bookkeeper – April 2017 to February 2018

- Journal entries, Bank Reconciliation
- Accounts Receivables and Payables
- Payroll, Administrative works
- Inventory Management