

MARIANE LARA

Imus Cavite, Philippines
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PROFESSIONAL SUMMARY

Dynamic and detail-driven General Accountant with substantial experience. Capable of preparing top management with clear and thorough financial reports. Successful at reorganizing operations, enhancing controls, and streamlining procedures to maximize efficiencies. Strong teamwork, multitasking, and communication skills. Possess a comprehensive understanding of all aspects of accounting and financial planning.

SKILLS

- Financial management
- Flexibility & adaptability
- General business knowledge
- Time management
- Audit coordination
- Written and verbal communication
- Project budgeting
- Analytical thinking

SOFTWARE

- Microsoft Office Suite
- MYOB Accounting
- SAP
- Peach Tree
- QuickBooks

WORK HISTORY

Jan 2021 – Current

Operations Accountant

Asia Affinity Property Management Inc. – Fort Bonifacio, Taguig City, Philippines

- Responsible for ensuring the financial stability and profitability of the properties by overseeing all accounting functions including, but not limited to, compliance, budgeting, accounts payable, accounts receivable, petty cash, payroll and purchasing procedures.
- Develop and oversee all functions of the Finance Division.
- Ensure property finances are well-managed according to local legislation, policies and procedures and generally accepted accounting principles. Ensure all compliance issues are adhered to regarding taxes, licensing, customs, registrations, and insurance.
- Oversee the development and preparation of annual budgets and targets of the entity. Use various financial management and revenue management skills to analyze performance results to identify profitability, shortfalls or opportunities to increase revenues, reduce costs, improve overall profitability, and meet budget goals.
- Prepare detailed financial reports and statements as required by the management and shareholder on a timely manner and maintain complete and current ledgers, journals, and other accounting records with utmost confidentiality.
- Analyze financial reports regularly to ensure business objective is in line with business goals, cash flows are appropriate for business needs, and to highlight discrepancies, financial risks, and opportunities.
- Ensures quality control over financial transactions and reporting

May 2018–Dec 2020

Property Accountant

Jones Lang Lasalle (Philippines) Inc. – Makati City, Philippines

- Prepared and maintained 5-year financial projections (Projected profit and loss/statement of financial position and financial performance and cash flow)
- Prepared the annual budget, costing, and other reports needed by the management and stakeholders
- Oversaw the collections, billings, and operations
- Assisted the property manager in managing the assigned property well
- Supports month-end and year-end closing entries and transactions and adheres to cut-off dates process as per the checklist, and timely reconciliation of all bank accounts.
- Analyzed financial data, variances in the budget, actual and forecast for past and current performances and prepares a wide range of management reports

Oct 2015–May 2018

Accountant

Philippine Skylanders Int'l (PSI) Inc. – Pasay City, Philippines

- Prepared financial statements supported by bank reconciliation and corresponding account schedules to summarize and interpret the current projected financial position for management purposes
- Examined journal vouchers, general ledger reconciliation, and numerous analyses including inter-company accounts, discrepancies, and aging.

Apr 2004–Sep 2015

Accounting Supervisor

DSF Consolidated Freight Services, Inc. – Pasay City, Philippines

Jan 2002–Apr 2004

Junior Auditor

CM Ilagan and Assoc., CPA's – Mandaluyong, Metro Manila, Philippines

LICENSES

Career Service Sub-Professional Passer

Civil Service Commission/CSC, Philippines

EDUCATION

Jun 1998–Mar 2002

Bachelor of Science: Accountancy

Lipa City Colleges - Lipa City, Batangas, Philippines

CHARACTER REFERENCES

Amie C. Castillo – Finance Head

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Asia Affinity Property Management Inc.

Mary Kates Rodil - HR Head

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Asia Affinity Property Management Inc.



MARIANE T. LARA