John Mark S. Baysa
Castillejos, Zambales, Philippines

Objective:

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people. To learn more as I grow in a company or with an employer who is willing to give me a chance to improve and use many other skills that I have and am willing to learn, if given the opportunity.

Work History:

Jade Hotel and Restaurant **On the job training**

YMC BUSINESS AND MANAGEMENT SERVICES June 19,2018 – October 5,2018 Accounting Staff

- Prepare and make corporate spending budgets everyday of the purchaser.
- Prepare and make financial statements (Income Statement and Balance Sheet)
- Monitor and follow-up on receivables that have been outstanding for unusually long periods of time.
- Manages the preparation, distribution and reporting processes for payroll. Oversees the calculation of wages, overtime and deductions to ensure compliance with applicable regulations.
- Set-up and maintain supplier accounts
- Prepare and distribute accounts payable checks.
- Reporting of BIR through EFPS
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Cashen Advertising Solution March 18,2019-May 7,2019 Accounting Staff

- ✓ Prepare and make corporate spending budgets everyday of the purchaser.
- ✓ Releasing and Monitoring Petty Cash Fund
- ✓ Prepare Official Receipt from Checks Received.
- ✓ Summarize the billing statement.
- ✓ Payroll
- ✓ Prepare Check Voucher.
- ✓ Prepare Checks.
- ✓ Banking

- ✓ Encode using Quickbook

Wistron **July 21 2019-April 15,2020** **Qman**

- Checking of attendance of employee
- Checking of all products are good
- Filing of documents of the employee
- Perform such other duties as assigned by the Manager

Nmzh Store Fixtures And Shelves Inc **April 5,2021-June 30,2023** **Accounting Staff**

- Receive and deposit cash/checks collections.
- Issue monthly statement of accounts/invoices and do follow-ups for collections.
- Submit reports for sales, collections, and bank deposits; weekly stock reconciliations, aging of receivables; and monthly sales analysis to the Head Office.
- Supervise Accounts.
- Prepare payroll and computation of Government dues.
- Contributes to team effort by accomplishing related results as needed.
- Banking
- Filling
- Prepare and make corporate spending budgets everyday for the Delivery
- Payroll

Meralco Industrial Engineering Services Corporation **July-December** **Project accountant**

- **SAP** user.
- Provides management with accurate and complete project financial Information Including financial statements, variance reports, financial analyses and statistical reports; supervises compliance with all accounting and financial requirements of the management.
- Responsible for posting & reviewing of project transactions prior to processing of payments of all company obligations.
- Responsible for monitoring & analyzing project related expenses, inventory, accounts payable , non-trade/ retention payable, advances/ down payment to suppliers, refundable deposit, payroll cost distribution, receivables and fired assets.
- Participate in overseeing, prioritizing, assigning and reviewing the work of staff involved in project, accounting.
- Coordinates with project control division in relation with generated monthly revenue, bled receivables and unbilled receivables.
- Prepares COC-JIP, JIP-Assets & actual cost analysis during month-end.
- Prepares bank reconciliation statement every month.
- Reconciles actual inventory/ assets/ low value asset vs. **SAP** record.
- Ensures that cash advances are recorded and liquidated on time.

Crentalle Maritime Services Corporation

- Payroll
- Preparing of Billing Invoice for the Client billing.
- Releasing and Monitoring of Petty Cash Fund.

- Reimbersing of Cash
- Monitoring of Cash Flows
- Depositing of Payments of the Client
- Monitoring of monthly due (Philhealth, PagIbig, SSS)
- Filling of BIR
- Sending email to the client (AR& AP)

Educational Attainment:

Mondriaan Aura College Bachelor of Science in Accountancy April 2018

Skills:

- Knowledge in **Quikbooks and SAP** software.
- Computing, classifying, and recording numerical data to keep financial records complete.
- Finding discrepancies in figures and numbers.
- Ability to multitask and prioritize daily requirements.
- Strong Microsoft Office skills; proficient in Excel.
- Excellent analytical, reconciliation and overall troubleshooting skills.
- Good general knowledge of office procedures.

Affiliation:

- Member of Junior Philippine Institute of Accountancy

I hereby certify that the above information is true and correct upon the best of my knowledge and beliefs.

John Mark Baysa
Applicant