** Mary Jane E. Bernal**

**HP: 93952568**

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**CareerObjective:**

To secure a position that will lead to a lasting working relationship in the field of accounting or marketing where I can enhance my knowledge and capabilities.

**EDUCATION**

Higher Education

Education Level: **Bachelor's Degree**

Education Field: **Finance Accounting**

Course: BS-Accountancy

School/University: Columban College

Date Graduated: April 01, 2006

**PROFESSIONAL EXPERIENCE**

1. **Admin and Accounts Assistant**

**SBM Marine and Engineering Pte Ltd-** Present

* Handling workers permit processing for foreigners
* Handling general office works and admin related matters
* Coordinates training schedules for workers
* Handling payroll for almost 400 workers, CPF, FWL submissions
* Handling full set of accounts, (includes GL, AP, AR, tax and GST filing)
* Manage cash flows
* Reconciliation of bank accounts
* Liase with clients, suppliers and auditors
* Handling quotations and works order for Clients
1. Position**: Senior Finance Executive (Finance and Admin Department)**

Duration: December 2014-June 2015

Company: Datumstruct (S) Pte Ltd

Location: Makati, Philippines

* Supervises staff who verifies and posts transactions to journals, ledgers and other record statements.
* Handle BS, P&L and bank reconciliations.
* Prepares month-end general ledger close journal entries and supporting reconciliations.
* Performs monthly financial statement corporate reporting.
* Drafts internal financial reports and supporting analytics for division senior management.
* Supports special projects and process improvement initiatives.
* Handle full set accounts. Includes salary, government dues, claims and benefits.
* Closing accounts and assist with daily bookkeeping.
1. Position**: Senior Finance Supervisor (Finance and Admin Department)**

Duration: March 2011- November 2014

Company: Eramen Minerals, Inc.

Location: Makati, Philippines

* Handle AR, AP and GL functions
* Bank reconciliations preparation
* Prepare financial statements, supporting schedules and disclosure notes
* Prepare Management Accounts
* W/tax expanded, compensation and other direct and indirect taxes preparation support
* Ad-hoc financial reports
* Related duties as assigned by Management
1. Position: **Marketing Executive**

 Duration: Aug 16, 2008 – February 15, 2011

 Company: BPI Bancassurance Incorcopated

 Location Makati Philippines

 Department: Marketing/sales

Job Description

My role includes visiting clients to give guidance and advice on their insurance requirements, establishing client's needs and designing appropriate solutions, maintaining effective credit control procedures, overseeing quality of work, supporting colleagues with technical and market information, ensuring compliance with procedures, keeping up to date with technical, legal and market developments

1. Position: **Treasury Analyst**

 Duration: May 16, 2007 - Jan 28, 2008 (0.7 yrs)

 Company: Maxicare Healthcare Corp.

 Location Manila Philippines

 Department: Treasury-Finance

 Job Description:

* Work with customers to ensure payments are received timely.
* Ensure cash received has been properly posted to the appropriate customer accounts and against the appropriate invoices.
* Receive and verify invoices and requisitions for goods and services
* Prepare, verify, and process invoices and coding payment documents
* Record all cheques
* Print and distribute monthly financial reports-Prepare weekly and monthly cash and cash receivables.
* Generate customer statements and aged AR listings monthly as required.
* Perform the day to day processing of financial transactions to ensure that municipalfinances are maintained in an effective, up to date and accurate manner
1. Position: **Management Trainee**

 Duration: April 25, 2006 - Feb 25, 2007 (0.8 yrs)

 Company: KFC Philippines

 Location Olongapo City, Philippines

 Job Description: -Act as the assistant to the Operation Manager.

-Carry out the objective, mission, vision, plan and policies of the top management.

-Cash handling for the entire shift

-Act as the Labor manager, do proper labor manning.

-Handling Cost control regarding labor and food cost.

**Skills and Strengths**

* Good spoken and written communication skills
* Excellent sales and negotiation skills
* Honesty and integrity
* Organize and keen into detail
* Drive and motivation, for meeting targets
* Good business sense
* Confidence in making presentations and networking
* Excellent in operating MS office, MYOB and Quickbooks
* Driving

**PERSONAL DATA**

Age: 29

Date of Birth: Jan 31, 1986

Gender: Female

Civil Status: Married

Height: 160 cm

Weight: 55 kg

Nationality: Filipino

Religion: Christianity - Catholic