

# JOHN PHILIP B. MENDOZA

#158 PHASE I, MAPAGONG, CALAMBA CITY, LAGUNA

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## Job Objective

To obtain a fulltime position in an office environment where I can utilize my office management, marketing, accounting, computer and related skills to the benefit of my employer.

## Qualification and Skills

- Rich working experience of **8 years** in the Philippines as Field Auditor & Accounting Clerk Staff.
- **Bachelor of Science in Accountancy**
- Knowledge in MS Office, Navision Accounting Software, SAP Accounting Software & Focus Accounting Software.
- Strong interpersonal and communication skills. Possess excellent communication skills in English.
- Have a flexible attitude towards work and can cope up with pressure and deadlines.
- Fast learner and eager to learn new things.

## Work Experience

### Finance Supervisor (August 3, 2020 – Present)

**Megapower Electro-Mech Construction Corporation**

**Unit 1, New Bay Bldg., Brgy. Lawa, Calamba City, Laguna**

#### **Duties and Responsibilities**

- Checking of all invoices up for settlement and conforming requests for payments.
- Scheduling of payments to suppliers.
- Creating report for reconciliation of accounts.
- Ensuring all reports to BIR were filed monthly, quarterly and annually.
- Correspond with suppliers concerns and responding to inquiries of clients.
- Checking and verifying month end closing of accounting works.
- Preparing financial reports for Managements decision making.
- Supervising accounting works.
- Creating report for all the revenue and expenses incurred for all the projects of the Company, to know profit / loss of the project.
- Consulting discrepancies found out to accounting works to Management and giving them possible solutions.

### Accountant (October 29, 2017 – March 9, 2020)

**B&D Italian Valves FZCO, Jebel Ali Free Zone, Dubai UAE**

#### **Duties and Responsibilities**

- Review and verify invoices and check requests
- Sort code and match invoices
- Set invoices up for payment
- Prepare and process payments
- Post transactions to journals, ledgers and other records
- Monitor accounts to ensure payments are up to date
- Checks invoice discrepancies and issues
- Maintain vendor files
- Correspond with suppliers and respond to inquiries
- Assist with month end closing
- Handling Petty Cash Fund and reconciling every month end the balance.
- Creating Invoices for the delivery.

**Field Auditor (November 2012-July 2017)**

**Manila Toll Expressway Systems Inc • Km 44 Sitio Latian, Brgy. Mapagong Calamba City, Laguna, Philippines**

**Duties and Responsibilities**

- Conduct Spot audit to Toll Collectors to check the completeness and truthfulness of their transactions.
- Conduct Spot Audit of Allocated Cash Floats of Toll Plaza
- Validation of Exceptional Transaction of each Toll Teller per shift.
- Raising up of exceptional events happened at Toll Plaza to immediate Superior
- Check the condition of all equipment used in transacting collection.
- Report daily audits to immediate Superior.

**Accounting Staff (February 2011 – November 2012)**

**Quality Corrugated Box Manufacturing Corp. • Mayapa Calamba City, Laguna, Philippines**

**Duties and Responsibilities**

- Prepare Delivery Receipt and Sales Invoice
- Keep Records needed for reconciliation
- Monitoring of Inventory
- Handle Petty Cash
- Payroll of Manpower

**Accounting Staff (August 2010 – February 2011)**

**Bayer Philippines Inc. • Industrial Park, Canlubang Calamba City, Laguna, Philippines**

**Duties and Responsibilities**

- Encoding of every invoices or delivery receipts to SAP System
- Receiving of documents needed for daily transaction
- Generating reports based on system validation
- Inventory on monthly basis or in request of immediate superior
- Payroll of Manpower

**Field Auditor (August 2009 – August 2010)**

**Royal Star Appliance Marketing, Inc. • National Hi-way, Parian, Calamba City, Laguna, Philippines**

**Duties and Responsibilities**

- Monthly Auditing of Royal Stars Branches, stock inventory and cash handling
- Monitoring of collection as per Official Receipts contra Deposit Slip
- Monitoring of petty cash fund as per vouchers and petty cash on hand
- Reporting to the Management such significant findings in the branch
- Disclosure of Sold items as per accounting and auditing records

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**Educational Background**

- **Bachelor of Science in Accountancy**  
Saint John Colleges (2005 – 2009)

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**Personal Information**

- Date of Birth : July 13, 1988
- Status : Single
- Citizenship : Filipino
- Sex : Male
- Religion : Roman Catholic
- Height : 5'10"
- Weight : 150 lbs
- Language Known : Filipino and English

I hereby declare that all statements are made in the application are true, complete and correct to the best of my knowledge and belief.

**JOHN PHILIP BAWAG MENDOZA**