

EDMERLYN [REDACTED]

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT/BOOKKEEPER

[REDACTED]

- Preparing Monthly and Quarterly Reports.
- Answering phone calls, responding to emails and managing messages with professionalism and warmth.
- Accurate record of invoices, expenses in tracker.
- Manage calendars and schedules to ensure timely content delivery.
- Track project progress, deadlines and deliverables.
- Conduct end-of-month bank reconciliations.
- Proficient in MS Office Suite and accounting software.
- Provide general administrative support, including filing and organizing digital files.
- Create, edit and format documents, presentations and reports as needed. Ensure all documents are accurate and professionally presented.
- Filing of BIR Tax Returns
- Updating Book of Accounts such as Journal, Ledger, Sales and Purchases.
- Payments of Remittances (SSS, PHIC, PAG-IBIG)
- Preparing for ITR signing.
- Following up payments for Rentals and issuance of official receipt.
- Other tasks to be assigned from time to time.

SENIOR REPRESENTATIVE, PAYROLL

[REDACTED]

- Bi-weekly computation of employee's paycheck
- Ensure accurate processing of payroll updates including new hires, terminations, bonuses and change to pay rates
- Prepare and maintain accurate records and reports of payroll transactions, entering into the payroll system and spreadsheets.
- Ensure compliance with current tax requirements by working with internal functions like Finance People, Benefits and Legal.
- Work with our HR team to resolve employee inquiries on all payroll, expense reporting and vendor billing inquiries promptly.
- Manage statutory retirement benefits.
- Submit BIR Regulatory reports such as alpha list and income tax return of all employees in a timely manner.
- Ability to handle confidential and sensitive information with discretion and care.
- Perform bank filing and validations.
- Consolidation of YTD payroll register.

EDUCATION

[REDACTED]
Bachelor or Science in Information Technology | Major in Web Application Programming 2013 - 2017

SKILLS AND INTERESTS

LANGUAGES:

- Filipino, English

SOFTWARE:

- Microsoft Office Suite, Calendar tools, Project Management Tools

SOFT SKILLS:

- Able to communicate effectively with others
- Open to new ideas and willing to learn new ways of doing things
- Independent and self-reliant but also a team player
- Flexible mindset for workplace flexibility
- Able to lead a team and work well in a team

REFERENCES

