



MONDREI ANDREW C. LEONARDO

Finance and Accounts

PROFILE

Highly analytical, result-driven with 2 years' experience in Finance and Accounts position. Skilled at working quickly and under tight deadlines. Very skilled and proficient at all functions of accounting and finance, including bookkeeping, processing payments, managing accounts payable and providing executive administrative support. Dedicated to providing exemplary work and supporting the overall mission of the department and the company.

CONTACT

PHONE:
056 899 2279

EMAIL:
Mondreia27@gmail.com

TRAININGS

- Financial Ventures for The Young Adults (2023)
- Application of Global Finance Concept and Techniques in The International Arena under (2022)
- Finance In Action Keep Calm and Beat Inflation (2023)
- Financial Literacy Enrichment with the theme Money Works: Stocks Bonds and Foreign Exchange (2023)

EDUCATION

New Era University

Bachelor of Science in Business Administration Major in Financial Management

SY: 2019 - 2023

System Technology Institute (STI College)

Accountancy, Business and Management Strand

SY: 2017 - 2019

WORK EXPERIENCE

Department of Agrarian Reform

Accounting Staff

2021 – 2023

Duties and Responsibility

- Checking the payroll based on what time the employees arrive at work.
- Scrutinize the income statement of the company based on their system.
- Budgeting the travel order for the employees that we deploy in other places.
- Keeping a check on the company's finances based on financial status.
- Giving vouchers to the senior employees for their expenditures.
- Managing income and expenditures account
- Filing and remitting taxes and other financial obligation.
- Maintain accurate month-end records by examining all financial statement manage bank accounts including proper recording and bank reconciliation.
- Ensuring that the TAX returns is submitted and the due TAX payment is paid before the deadline.
- Audit financial transactions and documents
- Prepare budget forecast for future purposes
- Discuss with the department in preparation for the monthly budget.

REFERENCE

Andrea C. Leonardo

Admin Assistant cum Attendance Officer

ALDAR Academies

056-4083-283

Cherryl Ventura

Project Coordinator

Gemaco Interiors

050-343-4978

Karen Alfabeto

Human Resource Executive

NMC Hospital

0545661757

CORE QUALIFICATION

- Bookkeeping
- Financial Management
- Budgeting
- Tax Accounting Specialization

SKILLS

- Attention to detail throughout every aspect of work.
- Proficient in all major accounting platforms.
- Computer Literate.
- Flexible and can work under pressure.