**JAYSON MENDOZA, CPA**

Legaspi Ilawod, Brgy V, Roxas City, Capiz, 5800, Philippines

M: +639778107243 | E: [jayson12mendoza15@yahoo.com](mailto:jayson12mendoza15@yahoo.com)

**ACCOUNTANT |GENERAL FINANCE |INSTRUCTOR**

A confident, multi-skilled & capable accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.

A financial literacy advocate which he continuous to promote to the technical assistance he provides to project beneficiaries on the development programs he worked with.

**CORE COMPETENCIES:**

Accounting & Finance | Budgeting & Forecasting |Month End Reconciliation and Analysis |Reporting & Management Accounting| General Ledger Entries and Audit | Microsoft Office and Computerized Accounting |Pragmatic Communication | Respect for Deadlines| Adaptability to Changes |MYOB | MIS | Financial Advisory

**CAREER SUMMARY**

**CARE Philippines -**

**Subgrants Officer/ Finance Officer**  **September 2015 – Present**

Responsible for maintaining creative linkages between budget, contracts and project management, ensuring effective compliance, operationalization of CARE sub-agreement policy & related procedures.

**Finance Officer** **May – Aug 2015**

**Capiz State University (CapSU) November 2014 – April 2015**

College Professor

Intensively taught Accounting Technology students the applications and principles of Financial Accounting 2 (Accounting for Liabilities) and Accounting for Partnership and Corporation. Significantly improved student learning through engaging curricula and non-traditional teaching methods. Ensured students achieved their full academic potential by providing plenty of personal attention. Continuously informed students of academic and career options.

**Colegio de la Purisima Concepcion (CPC) June 2014 – Present**

College Professor

Taught three to four courses each semester with approximately 30 students per class. Subjects handled include: Cost Accounting and Management, Quantitative Techniques in Business, Accounting for Government and Not-for-Profit Organizations, Management Accounting and Financial Controllership. Correlated accounting theories into actual accounting practice. Extensively prepared coursework, lessons, and developed teaching strategies to engage students in an interactive learning process.

* Selected to handle review classes for graduating Accountancy students in preparation for their CPA Board Examinations. Review classes handled include Management Accounting Services and Auditing Theory.
* Designated as the Adviser of the Junior Philippine Institute of Accountants – CPC Chapter.
* Designated as the Adviser of the Trailblazers – the official departmental publication of the College of Business, Management and Accountancy.

**Solidar Switzerland, Philippines Country Office March – November 2014**

Accountant

In-charge of all the financial controlling for the projects, to aide the victims of Super-typhoon Haiyan, of this International Non-Government Organization. Handled the senior-level position efficiently even with minimal experience.

* Acted as the chief financial officer with full responsibility for proper and accurate disbursement of the **25M Philippine Peso** budget of the Emergency Shelter Repair Kit Project and **115M Philippine Peso** Reconstruction and Retrofitting Project Budget.
* Directed financial planning and analysis, accounting, tax and some administrative functions through a 4-person management team
* Ensured timely and accurate request of funds from headquarters to minimize foreign-currency exchange loss
* Resolved accounting issues, because of the emergency-nature of the project, by recommending pragmatic solutions
* Promptly met deadlines and monthly financial reports were submitted on time to headquarters in Switzerland
* Collaborated consistently with all the department heads: logistics, social, and technical thus resulted in the smooth flow of operations
* Effectively liaised with the bank and the legal counsel, thus able to address relevant issues expeditiously

**ACADEMIC CREDENTIALS**

**Bachelor of Science in Accountancy Cum Laude**

Colegio de la Purisima Concepcion 2009-2013

* Been able to balance academics and consistent involvement with extra-curricular activities and graduated as Cum Laude
* Held the position of Editor-in-Chief of the school’s publication and led the Editorial Board grab three National and seven Regional Journalism Awards
* Awarded and was given various recognitions: BYLI Ten Outstanding Students of Capiz 2014; Philippine Information Agency VI IWAG Awardee; Outstanding Student Awardee; Leadership Awardee; and Journalism Awardee, among others

**TRAININGS, COURSEWORKS AND SEMINARS**

**Registered Financial Planner Course Mar – June 2017**

RFP Philippines

**Analyzing Global Trends for Business and Society Oct – Nov 2014**

Online Course – Coursera.org

* Accustomed to factors that transforms the world beyond recognition

**Financial Engineering and Risk Management Sep – Oct 2014**

Online Course – Coursera.org

* Acquainted with different financial models and understood the science behind financial engineering

**Continuing Professional Education Oct 9-10, 2014**

Philippine Institute of Certified Public Accountants (PICPA)

* Informed with the updates on Taxes, Securities and Exchange Commission (SEC) and Philippine Financial Reporting Standards (PFRS)

**160-Hour On-the-Job Training March – May 2012**

Bureau of Internal Revenue

Revenue District Office (RDO) 072 Region VI – Municipality of Tapaz, Capiz

* Assisted taxpayers in preparing their respective tax returns and ensured the accuracy of taxes due
* Applied taxation standards, processes and systems into actual practice

**ADDITIONAL INFORMATION**

Certified Public Accountant, CPA License No. 0157183

Civil Service Eligible

Licensed Financial Advisor

Registered Financial Planner – Graduate Member

Affiliations: Philippine Institute of Certified Public Accountants (PICPA)

Date of Birth: December 15, 1992

Nationality: Filipino

Language: Conversant in English, can easily learn foreign languages

Interests: Reading self-help and financial books authored by Robert Kiyosaki, Warren Buffet, Napoleon Hill, Donald Trump and Malcolm Gladwell among others.

References: Available upon request