

JERICO PAOLO AGBAYANI CONCEPCION

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Alabang, Muntinlupa City

CAREER OBJECTIVE

To obtain a challenging and rewarding career in the IT industry where I can utilize my recently acquired skills in programming and incorporate it with my knowledge in accounting that will help contribute to the success of the organization.

EDUCATIONAL ATTAINMENT

TUITT CODING BOOTCAMP

Nov 2018 – Feb 2019

SAN BEDA COLLEGE ALABANG

Bachelor of Science in Accountancy
2007– 2011

SAINT FRANCIS OF ASSISI COLLEGE

Primary and Secondary Education
1997 – 2007

SKILLS

- ▶ HTML, CSS, Bootstrap
- ▶ JavaScript, jQuery, PHP, Laravel
- ▶ Git, MySQL,
- ▶ MongoDB, Express, NodeJS
- ▶ Oracle PeopleSoft knowledge
- ▶ SAP R/3 and SAP Business One knowledge
- ▶ Proficient in MS Office

ACHIEVEMENTS

- ▶ May 2012 CPA Licensure Exam Passer
- ▶ Cum Laude
- ▶ Model Associate (For the 2nd quarter 2016)

WORK EXPERIENCE

CARE SHARED SERVICES CENTER

Sep 2017 – Aug 2018

CARE International Accountant

- ▶ mainly supports CI members using PeopleSoft
- ▶ Analyzing and troubleshooting of system and accounting issues
- ▶ Handles expenses recording and reconciliation
- ▶ Responsible in subsystem reconciliation and receipts reconciliation
- ▶ Handles monthly reporting of expenses to each CI members
- ▶ Provides support in uploading journals and vouchers
- ▶ Coordinates all reports requested by CI members

AC AUTOMOTIVE BUSINESS SERVICES, INC.

Jan 2014 – Mar 2017

Finance Associate-in-Charge (for Adventure Cycle Philippines, Inc. and KTM Asia Motorcycle Manufacturing, Inc.)

Oct 2016 – March 2017

- ▶ Handles general accounting tasks including month end closing, journal entries posting, sales recording and analysis, bank reconciliation.
- ▶ Responsible for review and approval of payables and disbursements.
- ▶ Responsible for filing of tax returns.
- ▶ Handles financial reporting tasks which includes FS preparation and other reports needed from time to time

Finance Analyst (for Honda Cars Makati, Inc.)

Apr 2015 – Sept 2016

- ▶ Responsible for the preparation of consolidated financial reports for management and external reporting.
- ▶ Performs preparation of operations review materials as required by management
- ▶ Prepares sales monitoring report on a weekly basis.
- ▶ Reviews specific GL accounts at month end and escalate within the team to check unusual balances.
- ▶ Conducts review of various accounting schedules and analysis.
- ▶ Assists on the preparation and consolidation of budget and forecasts.
- ▶ Handles coordination of accounting and reporting related tasks to HCM group's provincial dealers – Honda Cars Cebu, Inc.

- ▶ Accomplishes other reporting requirements that may be needed from time to time.

SAP Business One - Project Team Member
Oct 2014 – March 2017

- ▶ One of the pioneers in the company to utilize SAP Business One.
- ▶ Assists in the data testing and ensures the correctness of accounting data in the integration from dealership management system to SAP Business One.
- ▶ Have taken part in the GO LIVE preparation and implementation of SAP Business One.
- ▶ Assisted in SAPB1 orientation/training to end users such as AP and Outgoing payments processing, TB extraction & journal entries.
- ▶ Assists in the escalation of any SAPB1 issues and concerns of accounting users to the project team for resolution.

Accounting Assistant (Honda Cars Makati, Inc.)
Jan 2014 – Oct 2014

- ▶ Weekly preparation of AR exceptions (Vehicle, Parts, Service, Others) for escalation to and resolution by HCM branches
- ▶ Monthly preparation of AR Aging Schedules for management reporting
- ▶ Preparation of AR Aging Schedule for external reporting
- ▶ Monthly preparation of bank reconciliation and other cash schedules
- ▶ Monitoring and posting of journal entries
- ▶ Monitoring and filing of accountable forms
- ▶ Responsible for the preparation of sales report and gross profit analysis for Parts
- ▶ Conducts parts inventory count and reconciliation
- ▶ Handles consolidation of parts gross profit report for operations review

HONDA CARS MAKATI, INC.
July 2012 – Dec 2013

Business Unit Accountant – Parts/Cash

- ▶ Responsible for the preparation of sales report and gross profit analysis for Parts
- ▶ Handles the computation of parts and accessories commission/incentives
- ▶ Weekly preparation of AR exceptions on Parts
- ▶ Conducts parts inventory count and reconciliation
- ▶ Monthly preparation of bank reconciliation and other cash schedules
- ▶ Conducts cash count of daily collections and petty cash fund
- ▶ Responsible in the processing of reimbursement of petty cash vouchers
- ▶ Posting of journal entries and AR clearing
- ▶ Monitoring and filing of accountable forms

CHARACTER REFERENCES

** Available upon request*