



Francisco C. Pindoy III

Accounting - Assistant

Profile

To enhance my skills and gain more knowledge for the development of my career with a stable and reputable company. As well as, to develop my personality and acquire good work values and ethics through interaction, cooperation, and promoting teamwork with my colleagues.

Experience

November 2019 – August 2021

Accounting Assistant • Jardine Distribution, Inc.

Jardine Distribution, Inc. is a wholesale distributor of various agricultural products, applied construction chemicals in the Philippines. As an Accounting Assistant, my core activities include:

- Processing the invoices of trade, local and foreign, suppliers.
- Analyzing various Balance Sheet and Income Statement Accounts.
- Reconciling the bank statements
- Issuing 2307 to the suppliers
- Provisioning our subsidiary entity, Taipan Brand Farm Inc.
- Doing Alphalist and Relief as well as filing it to the BIR.

Info



Cartimar Executive House,
Cartimar Ave., Pasay City



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Education

Bachelor of Science in Accountancy

Far Eastern University – Makati
Gil Puyat Avenue corner Zeullig
Loop, Makati City
2014 – 2019

Secondary Education

Lorenzo Ruiz de Manila School
Phase 1 Vista Verde Executive
Village, Cainta, Rizal
2010 - 2014

January 2019 – March 2019

On-The-Job Training • Sycip Gorres Velayo & Co.

Skills

- Proficiency with Microsoft Excel
- Problem Solving
- Written and Oral Communication
- Time Management
- Decision-Making
- Teamwork
- Adaptability
- Oracle

