

MICHAEL H. MASIP



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OBJECTIVE

Secure a responsible position in the field of accounting and serve the company with my breadth of experience and abilities effecting mutual employee and employer growth and success.

PROFILE

Highly motivated, creative and a self starter, with more than five (5) years of experience in Accounting up to Finalization, Inventory Management and Audit Procedures. Has strong mathematical and analytical skills and proficiency in MS Excel, Word, and Power point. Possesses the drive towards excellence, a dedicated team player with enthusiasm and commitment. Highly organized, result-oriented and can work under pressure with minimum supervision.

EXPERIENCE

Hassan Mahmood Group of Companies WLL; Bahrain

A family owned business organization, well known in Bahrain Market over 30 years. The group has Super Markets, Wholesale General Trading, First Class Restaurants & Catering Management and Party Hall. Annual Group Turnover is 10 Million BD. I am responsible for the accounting management of Super Market business.

Accountant — 2012-Present

- Day to Day Accounting activities and Inventory Control
- Responsible for checking and verifying the accuracy of the company accounting records.
- Prepares daily sales report and attached supporting documents that will tally with the deposits.
- Prepare reconciliation of credit card account such as BBK, NBB and AMEX. As well as bank reconciliation for BBK and NBB.
- Prepares receipt voucher, make all data entry pertaining to credit and collection and do the allocation.
- Checking of all accounting transactions entered in the system and generate all financial reports as management requires.
- Follow up collections to customers.
- Responsible for monitoring of posting of purchase return and pending ones.
- Primary responsible in administering Annual Audit and prepare all reports and supporting documents needed by the Auditor.
- Ensure that all supporting schedules are tallied with the system.

- Assists the General Manager in data analysis and provide necessary schedules in supporting such reports.
- Prepares payment for utilities and other operating and general expenses.
- Check and verify payment requisition prepared by disbursing officer before submitting to authorized signatory for payment approval.
- Check and verify daily sales prepared by the credit & collection officer.
- Safe keep the Company's Audited Financial Statements.
- Ensures on time submission of Financial Statements as well as all supporting schedules.
- Do other duties related to his designation as the management requires.

Pacsports Phils, Inc.; Philippines

Audit/Inventory Staff — September 2007-November 2012

- Responsible for the preparation of the monthly inventory schedule for FUBU The Collection outlets and consignments.
- Performs monthly inventory count on different branches as assigned.
- Verify the accuracy of the Sales Summary prepared by the store's Sales personnel by comparing with the periodic sales from SM outlets (Consignments).
- Responsible for the reconciliation of the Sales Summary with periodic Sales Report, the Pacsports POS and Inventory Management System (IMS) with actual physical count.
- Preparation of monthly Sales Report with variance analysis.
- As the need arises, preparation and dissemination of Memorandum/Notice of deduction for persons accountable for lost or missing items.
- Carries out the invoicing of Sales of Consigned outlets for FUBU The Collection.
- Conducts monthly cash count in assigned branches (Golf Pro Shops and FUBU outlets).
- Performs audit of cash sales against deposits as well as audit of the use of petty cash fund.

Marius Holdings Corporation; Philippines

Audit Staff — October 2006-August 2007

- Responsible for the audit inventory of Business Plus Marketing Consignments such as: Star Appliance, Inc., Supplies Station, Inc. and Schools.
- Responsible for the monitoring of internal control for Globatronics Marketing AIC, Recto and Festival and Warehouses through regular inventory and reconciliation.
- Responsible for the preparation of inventory schedule and performs inventory count on a monthly basis.
- Conducts the invoicing of Purchase Orders of customers as well as invoicing of Sales Orders in sites.
- Conducts monthly cash count and cash flow in all branches of Ambiance One Furniture and Globatronics.

EDUCATION

**Philippine School of Business Administration — BSBA Finance/
Management; 2002-2006**

SKILLS

- Diamond – Catalyst 7.0 Version
- MS Office proficient

PERSONAL INFORMATION

Date of Birth: March 2, 1985

Place of Birth: Meycauayan, Bulacan, Philippines

Age: 37

Sex: Male

Height: 5'5"

Weight: 160 lbs

Civil Status: Married

Citizenship: Filipino

Religion: Roman Catholic

Driving License Validity: 05/05/2023

REFERENCES

Ms. Laverne Bacaser

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