

John Mark Rosales

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To whom it may concern:

I am writing this letter to indicate my desire to apply for any vacant position available in your company. My name is John Mark Rosales and I sincerely believe that I will be a great addition to your staff.

I am currently under a Visitor Visa in Canada looking for an employer who is available to provide an LMIA for a work permit.

The majority of my employment history has been with the department of Finance. In the past 6 and half years, I have worked as a team lead with my most recent employment which has taught me a lot of leadership and communications within a team. I am very detail oriented due to consistently monitoring all kinds of variations of finance reports. All of these experiences have made me an all around worker who can be very adaptable and willing to learn new things.

If a job offer is available, I am willing to do all the applications necessary to get a work permit, even the LMIA. I am looking for any opportunity to be given to me to start work in Canada.

Please see my attached resume for a more comprehensive view of my previous experiences and I look forward to hearing from you.

Thank you so much for your time.

Regards,

John Mark Rosales

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SKILLS

Punctual | Quick Learner | Highly Trainable | Hard worker | Heavy Lifting | Standing for long periods | Bilingual - Tagalog | Can work as a team or individually | Reliable | Skilled with computers | Microsoft Office Applications | Good interpersonal and communication skills | Problem solving | Working under pressure

EXPERIENCE

Pacific Sea BPO Services Incorporation, Makati City, PH - *Finance and Settlement Team Leader*

October 2017 - May 2024

- Responsible in processing customer's deposit and withdrawal timely and accurately
- Complying with department policies
- Verifying and conducting daily reconciliation for all incoming and outgoing funds
- Attend to all customer inquiries on all fund related matters
- Perform other AD-HOC duties as needed
- Encoding basic information from bank to ledger and bank slip information
- Provide daily and monthly fund reports to supervisors and manager
- Providing all around support to the team doing daily tasks as needed

JAP Construction and Development Corporation, Las Pinas, PH - *Purchasing and Collection Assistant*

December 2016 - September 2017

- Responsible for sourcing, negotiation, order execution, and monitoring the delivery of construction materials and equipment spare parts/services
- Ensure that any invoices are sent to accounting and 'Request for Payments' are prepared

- Maintaining purchasing documents, files and records in compliance with policies and regulatory guidelines
- Directly reported to the President/Owner of the company for the approval of high purchase requisitions
- Performed other related duties as assigned to ensure an efficient and effective work unit
- Review inventories and orders as required

FundLine Finance Company, Pasay City, PH - *Accounting Specialist*

January 2011 - December 2016

- Summarizing, checking and validating documents such as Official Receipts, Summary of Collection, Daily Collection Report and Deposit slips
- Monitoring all Collection Reports
- Encoding all Daily Collections of the branches
- Communicating between all branches in regards to any deviations, concerns, incomplete reports and others

Mcdonald, Manila, PH - *Service Crew*

October 2009 - January 2011

- Carefully maintained sanitation, health and safety standards in all work areas
- Took necessary steps to meet customer needs and effectively resolve food or service issues
- Lifting heavy boxes when receiving deliveries and organizing using “First In, First Out” method
- Ordering and checking supplies/inventory to keep with demand
- Handled cash orders and gave accurate change
- Up-sold additional menu items, beverages and desserts to increase restaurant profits
- Followed all established restaurant practices and procedures
- Took initiative to find extra tasks when scheduled tasks were completed
- Carefully maintained sanitation, health and safety standards in all work areas

EDUCATION

Universidad De Manila, Manila, PH - *Diploma*

Graduation year: 2011

Business Administration - Major in Marketing