



ICON JEAN V. HAGOSOJOS

CONTACT



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EDUCATION

SOUTHERN LUZON STATE UNIVERSITY

Business Administration Financial Management
Lucban, Quezon, Philippines
2014-2018

PAARALANG SEKUNDARYA NG LUCBAN

Lucban, Quezon, Philippines
2010-2014

PAARALANG ELEMENTARYA NG LUCBAN-1

Lucban, Quezon, Philippines
2006-2010

EXPERTISE

- Microsoft Office
- Trade Edge System
- Felimon System
- Peach Tree System
- Accounting

PROFILE

I am a hard-working, motivated and enthusiastic individual with a proven track in business administration and administrative works. I always to achieve the highest standard possible at any given task and in any situation. I am a fast learner, with minimal guidance I can cope up easily to what is given to me with good product as expected. I am accustomed to work in a challenging and fast-paced environment to which I am more motivated when there is pressure.

WORK EXPERIENCES

Brentwood Builders Inc.

Admin/Accounting Officer – October 2020- Present

- Encoding of purchase orders and doing billing statements for the clients
- Encoding and checking of payroll sheets of the employees on project sites and office
- Monitoring the movement of construction materials on sites
- Monitoring and checking financial statements off each construction projects
- Encoding of daily expenses (petty cash and site orders)
- Making check payments for suppliers and sub-contractors
- Assure that all the expenses are accurately balanced based on the files of each project
- Make sure that the files are complete
- Make contact to suppliers if there is concerns about the purchase orders
- Adhere to the needs of the employees on sites regarding materials and and other concerns

SKS Marketing

Encoder/ Biller – October 2019- April 2020

- Encoding of purchase orders accurately given by the sales agent upon receiving from them.
- Doing different reports monthly such as inventory reports and sales reports.
- Checking of stocks before loading it to the truck upon deliveries.
- Generating data to be given to the team sales supervisor
- Efficiently monitor stocks daily to prevent shortages of stocks upon inventory and promo monitoring.
- Assure that files are accurately arranged and prepared and saved to back up drives.
- Perform any other office tasks that management requires assistance with (sending emails, answering phones, etc.)
- Adhere to and meet set schedules and deadlines

SKILLS

- Word, Excel and Powerpoint
- Accounting
- Inventory Management
- Written Reports
- Data Entry
- Balance Sheets
- Good oral communication
- Good time management
- Fast learner
- Patient
- Goal-oriented

LANGUAGE

- Tagalog
- English

Southern Processing Corporation

Accounting Staff (Accounts Receivables) – May 2019-July 2019

- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Preparing bills receivable, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status daily and monthly.

AON Enterprises

Encoder/ Biller – August 2018- April 2019

- Encoding of purchase orders accurately given by the sales agent upon receiving from them.
- Efficiently monitor stocks daily to prevent shortages of stocks upon inventory and promo monitoring.
- Assure that files are accurately arranged and prepared and saved to back up drives.
- Perform any other office tasks that management requires assistance with (sending emails, answering phones, etc.)
- Adhere to and meet set schedules and deadlines
- Self-audit your work checking for errors or duplication

Commission on Audit

Intern- May 2017- August 2017

- Accurately checks the documents given by the representative of a town or barangay to be audited.
- Reconcile the receipts and documents of the town from their given financial statements.
- Checking the discrepancies in each receipt especially in amount and receipt numbers.
- Checking the completeness of the files’ attachments in each reimbursements a town gave to its people and projects.
- Accurately documents the minutes upon reconciling with the people’s highest authorities who are responsible in the discrepancies of documents.

CHARCTER REFERENCES

Jenelyn Paredes

SKS Marketing-Mondelez
Lucena City
09163615247

Judith Reig

Accounting Supervisor
Southern Processing Corporation
Lucena City

Mabelle V. Mapalad

Team Sales Supervisor
SKS Marketing
Lucena City, Philippines
09175042305

Asteria V. Rono

Commission on Audit- QUEZON
Lucena City
09209096270