

SHERLY B. MAGNO

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OBJECTIVE

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which allow me to grow personally and professionally.

SPECIAL SKILLS

- More than a basic knowledge of Excel with the ability to multitask and deliver against aggressive timelines.
- Have knowledge of using SAP System by uploading, generating and encoding data and other related works that SAP needed.
- Willingness to assist with a variety of tasks.
- A great attitude and strong work ethic.
- Organizational Skills and ability to manage deadline.

WORKED EXPERIENCED

ACCOUNTING STAFF

ONE GOLDEN TAYTAY FOODS INC

JOLLIBEE FRANCHISE

#3 ECOVILLE, METROPOLITAN MAKATI CITY

JANUARY 09,2023- UP TO PRESENT

- Process/Encode detailed sales report by 3 Jollibee franchise stores to Excel for checking and consolidation.
- Submit Monthly Sales Cert To Jollibee Accounting through Email
- Audit documents of 3 stores monthly
- Process government remittances (SSS, PHILHEALTH) of the employees
- Encode Alphalist to BIR portal (0619E,1601C,1604C)
- Process Commissary/Royalty of the 3 stores via SAP.
- Generate Invoices to Jollibee SAP and attached DR.
- Issued BIR 2307 to JFC, Grab Express and Waltermart.
- Monitoring and preparing weekly Cash Balance of the 3 Stores (Bdo /Metrobank)

JR. ASSOCIATES – CORPORATE PLANNING
RICHPRIME GLOBAL INCORPORATION
QUEZON CITY, PHILLIPPINES
MAY 07, 2015 – SEPTEMBER 14, 2018

- Generate detailed sales report to new SAP system for checking and consolidation.
- Coordinate closely with the Accounting Department on the Sales recorded per Division for validation.
- Generate a report on per brand & per client in each division for a more detailed analysis in SAP system.
- To post accurate beginning balance in all Concession Stores in SAP system.
- To diminish Inventory Adjustments on concession stores and provide more accurate inventory data information in SAP system.
- Conduct Quarterly Physical Count on Selected Stores, that are consistently encounters error in Inventory & Sales Reporting.
- Upload data from various sources into the SAP System reporting environment for actual and forecast time periods, ensuring that all data uploaded to SAP

CASHIER
EVER SUPERMARKET
GEN. T DELEON, VALENZUELA CITY
MARCH 26, 2012 - JUNE 26, 2012

- Process sales transactions
- Calculate the cost of products or services
- Accept payments
- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request additional change
- Answer customer questions about products or services
- Reconcile cash drawers and sales receipts
- Work as a team to meet store sales goals
- Handle customer complains
- Process layaways, returns and exchanges
- Maintain clean and tidy checkout area
- Assist in stocking and rotating merchandise
- Scan and bag items accurately and efficiently
- Stay up to date on merchandise promotions, advertisement and product information

SALES DEMO**MAVERICK ENTERPRISES COMPANY****ROBINSONS ERMITA MANILA CITY****FEBRUARY 16, 2011 - JANUARY 17, 2012**

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Establish, develop and maintain positive business and customer relationships

EDUCATIONAL ATTAINMENT

ST. JOHN TECHNOLOGICAL COLLEGE OF THE PHILIPPINES <i>Bachelor of Science in Office Administration</i> Forest Hills, Novaliches Quezon City	2012-2015
ST. JUDEL INSTITUTE OF TECHNOLOGY <i>Bachelor of Science in Office Administration</i> Karuhatan, Valenzuela City	2008-2010
REAL NATIONAL HIGH SCHOLL Real Urbiztondo, Pangasinan	2004-2008
REAL ELEMENTARY SCHOOL Real Urbiztondo, Pangasinan	1998-2004

PERSONAL INFORMATION

Date of Birth:	October 18, 1991
Place of Birth:	Valenzuela City
Citizenship:	Filipino
Sex:	Female
Status:	Married
Height:	5'3
Weight:	50kls
Religion:	Roman Catholic

CHARACTER REFERENCE

MS. GENEVA TAGAYA

+639662148813

Store Accountant at Jollibee Foods Inc.

MS. PRINCESS ADELANTE

+639778406463

Formerly Store Accountant at Jollibee Foods Inc.
& Asst. Manager at Corplan Dept.