

Bryand Lourenze Maglaque Gopez

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Objective

To have an opportunity to exercise all my knowledge through hard work and contribute foremost success to the company.



Work Experience

July 2019- January 2021

Accountant | Subic Bay Global Center, Inc.

Efficiency Ave, Subic Bay Freeport Zone

Responsibilities:

Payroll works:

- Collect daily, weekly or monthly timesheets
- Calculate bonuses and allowances
- Prepare employees' compensation every 15th day of the month using excel
- Schedule cash payments and issue pay slips directly to employees
- Report on payroll expense
- Ensure wages and tax withholdings comply with regulations
- Answer questions and assist employees about compensation, benefits, taxes and company deductions.

Accounting works:

- Prepare and file monthly remittance return of income taxes withheld on compensation using form 1601C through Offline eBIRForms software
- Prepare and file annual income tax return using form 1702-MX.
- Keeping financial documents
- Ensure compliance of the company with relevant laws and regulations.
- Other preparing, processing, maintaining of company's legal & financial documents in relation with accounting.

July 5, 2017-June 30, 2019

Payroll Officer | Subiclanguage Learning Center

Bldg. 8636 Upper Mau Cubi Point, Subic Bay Freeport Zone

Responsibilities:

- Collect daily, weekly or monthly timesheets
- Calculate bonuses and allowances
- Prepare employees' compensation every 15th day of the month using excel
- Schedule cash payments and issue pay slips directly to employees
- Report on payroll expense
- Ensure wages and tax withholdings comply with regulations
- Answer questions and assist employees about compensation, benefits, taxes and company deductions.

September 2017-January 2017

Audit Staff | YMC Business and Management Services Inc.

Lot 5 Retail 14 2nd floor, Times Square Bldg., Subic Bay Freeport Zone

Responsibilities:

- Tax and Business Registration Services - tax filing, registration of business with SBMA, BIR, SEC, PCAB, CDA, Municipal/Mayor's permit, etc.
- Bookkeeping and Financial Services - Maintenance of BIR Books, preparation of financial statements, special audit, financial systems, etc. and related services.
- Handled Clients through outsourced payroll processing
- Office Services - typing, faxing and mailing

July 2014-October 2014

Audit Staff | YMC Business and Management Services Inc.

Lot 5 Retail 14 2nd floor, Times Square Bldg., Subic Bay Freeport Zone

Responsibilities:

- Tax and Business Registration Services - tax filing, registration of business with SBMA, BIR, SEC, PCAB, CDA, Municipal/Mayor's permit, etc.
- Bookkeeping and Financial Services - Maintenance of BIR Books, preparation of financial statements, special audit, financial systems, etc. and related services.
- Handled Clients through outsourced payroll processing
- Office Services - typing, faxing and mailing

April 2014-June 2014

Audit Trainee | YMC Business and Management Services Inc.

Lot 5 Retail 14 2nd floor, Times Square Bldg., Subic Bay Freeport Zone

Responsibilities:

- Auditing firm's liason officer
- Updating of Books of Accounts
- Encoding hard copy documents to software
- Compiling/returning accounting documents to proper folders and/or filing cabinets

Educational Background

College:

Graduate | Bachelor of Science in Accountancy

2019 | Mondriaan Aura College

Bldg. H-8931 Former SubCom Area, Subic Bay Freeport Zone

Graduate | Bachelor of Science in Accounting Technology

2017 | Mondriaan Aura College

Bldg. H-8931 Former SubCom Area, Subic Bay Freeport Zone

High School:

2010 | Columban College

#1 First St., New Asinan, Olongapo City

Elementary:

2006 | Dapdap Resettlement Elementary School

Dapdap Resettlement, New Clark City, Bamban, Tarlac

Technical Skills

Finance & Management:

- Accounting
- Bookkeeping
- Inventory Management
- Payroll
- Knowledgeable in Journal Voucher and recording
- Organize internal audits
- Experience with financial reporting requirements
- Gather and monitor financial data (e.g. sales revenues and liabilities)
- Prepare monthly, quarterly and annual statements (Balance Sheets and Income Statements)
- Able to draft Financial Statement

Customer Service & Admin Support:

- Customer Support
- Email Support
- Phone Support
- Clerk

Office:

- Admin Assistant
- Data Entry
- Microsoft Office (Excel, Word, Publisher, Presentation, etc.)
- Research
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Personal Skills

- The ability to relate to others
- Strong communications skills
- Patience with others
- Active listening skills
- Flexible and dependable
- Good judgment
- Great sense of humor
- Honesty
- Proactive problem solving
- Leadership skills
- Work Ethic
- Determination and persistence
- Eager and willing to add knowledge and skills

Personal Details

Gender	Male
Age	26
Date of Birth	March 1, 1994
Place of Birth	Olongapo City, Philippines
Civil Status	Single
Nationality	Filipino
Height	5'8"
Weight	75 kilograms

I hereby certify that all of the above information is true and correct to the best of my knowledge and belief.

Bryand Lourenze Maglaque Gopez

Applicant's Signature