



I aim to apply the skills and knowledge I've acquired through my academic and professional journey. My dedication to continuous learning and personal growth aligns perfectly with this company's values. I'm driven to enhance my professional capabilities, establish meaningful relationships, and make a substantial, purposeful contribution to the organization's success

CONTACT ME

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Visa Status
Visit Visa

ACCOUNTING SOFTWARE / TOOLS

- QuickBooks
- Xero Accounting
- SAP Business One
- Microsoft Office
- Google Tools
- Canva

JERSON MARIE MANASAN

Accountant / Bookkeeper

EDUCATIONAL ATTAINMENT

Holy Angel University

Bachelor of Science in Management Accounting
Dean's Lister
2018 - 2022

College Diploma and TOR Documents (Attested by UAE)

WORK IMMERSION

Cita N. Rodriguez Accounting Firm

Preparation of Financial Statements
2017 - 2018

Reyes Tacandong & Co.

General Consultancy and Valuation
March 2022 - April 2022

WORK EXPERIENCE

Laura Accounting Services

(North America)

Handling 11 Clients (International)

Cyberbacker (Outsourcing Company)

January 2023 - October 2023

- QuickBooks Profit and Loss Preparation

Work:

- Daily Reconciling of Business expenses.
- End of month: Completion of daily transactions.
- Entering journal entries for payrolls, Checks, Income Information receipts (DAs), Invoices, and deposits.
- Checking the Bank Register
- Checking Expense receipts before recording.
- Proofing all of transactions, entries and recordings before end of month.
- Checking Vendors subject to 1099.

- **Financial Statement Charts Preparations**

Work:

- Preparing different types of charts such as Income statements, percentages of expenses, comparisons every month and year to date, and putting benchmarks for financial analysis reports.

JMM Accounting and Bookkeeping

January 2023 - Present

- **Types of Client Businesses**

- Commercial Leasing
- Apartment Rental
- Restaurants
- Convenience Store
- Construction Firm
- Bicycle Shop
- Pharmacy
- Auto Mechanics
- Hardware
- Poultry

Remedios Manasan Accounting Services

January 2021 - December 2022

- **Business Permits Yearly Renewal to Municipality**

- Going to the Government area for completion.
- Communicating to the Clients for requirements and Payments. Making sure everything is done before deadlines.

- **Business Tax Compliance (Non - Vat, VAT, Corporation)**

Preparing, Filling, Paying and Collecting for all of clients.

- Tax Business Registration Compliance (Yearly)
- Percentage Taxes Quarterly (N-VAT)
- Quarterly VAT Returns
- Quarterly Income Tax Return (All of them)
- Annual Income Tax Return
- Monthly Taxes Payments for (rental and has employee)

- **Financial Statement Preparations**

- Calculating all of their Business receipts used for checking their income.
- Calculating their purchases receipts.
- Calculating their operating expenses (especially for VAT)

- **BIR Business Registration, Closure and Renewal**

- Bureau of Internal Revenue (BIR) Business concerns and problems, I'll fix them and take charge.
- BIR Business Registration and Closure.
- Helping clients with those BIR penalties on their business.

Kim Whitlock Realtor (Texas U.S.A)

Cyberbacker (Outsourcing Company)

November 2021 - December 2022

- Transaction Coordinator
 - Working on preparing title documents and amendments from the start of the contract until the transfer of ownership.
 - Putting houses on listing websites.
- Social Media Manager
 - Creating marketing content
 - Graphics Design and posting on social media platforms.

REFERENCES

Available upon request.