

**BRYAN** [REDACTED]

**CONTACT:** [REDACTED]

**EMAIL:** [REDACTED]

**ADDRESS:** [REDACTED]



## PROFILE

Motivated accounting professional with over three years of experience in Sales Revenue, Sales monitoring, and system validation. Skilled in using ERP and CRM systems to ensure accurate data management and smooth operations. Detail-oriented, reliable, and eager to learn, with a strong ability to work independently or as part of a team. Committed to helping businesses improve efficiency, accuracy, and overall performance.

## SKILLS

- Advanced proficiency Microsoft Office (Word, Excel, PowerPoint)
- Comfortable with Windows operating systems (7, 10 & 11)
- Knowledgeable in administrative tasks (emails, phone support, documentation)
- Experienced in ERP (HELIX) and CRM systems
- Strong problem-solving and time management skills
- Positive attitude and willingness to learn

## WORK EXPERIENCE

**Accounting Staff, [REDACTED] (Sept 2022 – Present)**

- Prepare accurate and verified sales revenue monthly.
- Prepare Japan sales reports monthly.
- Record and validate Sales Invoices, Collection Receipts, and Official Receipts from multiple branches
- Ensure payment records match actual transactions.
- Analyzation of watch brand what sellable.
- Process sales commissions for corporate and high-end products.
- Process petty cash, create vouchers, and prepare checks for disbursements.
- Assist in inventory audits and verify outgoing items for proper documentation.
- Performed monthly bank reconciliations and resolved discrepancies

**System Validator, [REDACTED] (Aug 2021 – Jul 2022)**

- Processed agent commission cash-outs and CRM transactions with accuracy and timeliness.
- Monitored system load balances to support smooth daily operations.
- Reviewed and validated commission requests submitted by accounting specialists before processing.
- Recorded advance load requests and agent commission transactions for proper tracking.
- Prepared and reconciled daily balancing reports to confirm accuracy of all transactions.
- Performed backlog updates and corrections when discrepancies were identified.

## EDUCATION

- Bachelor of Science in Accounting Technology (2018–2020)
- Bachelor of Science in Accountancy (2015–2018)

## REFERENCE

[REDACTED] – HR Specialist | [REDACTED]

[REDACTED] – HR Assistant | [REDACTED]

[REDACTED] Accounting Manager | [REDACTED]

[REDACTED] – Accounting Supervisor | [REDACTED]