



Junemy B. Samala

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Experience

March 01, 2021 to Present. **Jessecure Business Solutions LLC.**

Sr. Bookkeeper and Payroll

- *Manages international team*
- *Provides training and guidance for new employees*
- *Works directly with CEO on product and service offerings for clients*
- *Manages client books and payroll per assigned case load*
- *Solves payroll and benefits related issues.*
- *Provides process and compliance advisory services for client companies.*

June 2013 – Dec 2020 **Maxim De Humana International Inc**

Assistant Branch Manager

- *Manages the activities and of the Branch Staffs.*
- *Ensures accurate and timely delivery of client HR requirements.*
- *Trains newly hired supervisors, team leader, employee relation staff, coordinators and consultant.*
- *Works with clients' stakeholders to ensure achievement of company goals and key performance indicators.*
- *Conducts root cause analysis on issues encountered and implement countermeasures to avoid recurrence.*
- *Ensures all staffs adheres to laws and regulations, company code of conduct, internal risk and company policies.*
- *Executes performance management and evaluation of all branch staff.*
- *Process payroll of all employees and books of accounts.*
- *Solves payroll and benefits related issues.*
- *Bookkeeping of financial transactions. Updating of General Journal, Cash Disbursement and Cash Receipts.*
- *Provide administrative support to a Manager/President*
- *Prepare and process payroll for direct employees on all branches.*
- *Handles petty cash funds of the branch.*
- *Preparing check request for payments.*
- *Checking & Preparing billing/invoice (statement of accounts) to clients*
- *Monitor Office Supplies & other materials needed in the office*

Education

1996 - 2000

Holy Angeles University

Angeles City

- *Bachelor of Science in Accountancy*