

Mark Anthony A. Miranda

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EDUCATION

City of Malabon University	2018 - 2022
Bachelor of Science in Business Administration Major in Financial Management	
Arellano University	2016 - 2018
Accountancy and Business Management	

PROFESSIONAL EXPERIENCE

Sanyo Seiki Stainless Steel Corporation **Manila, Philippines**
Accounting Specialist – Fixed Assets & Inventory *September 2022 – September 2023*

- Planned and supervised the annual year-end physical inventory count for Sanyo and its affiliate Ferusche Stainless Inc.
- Carried out the valuation of over 3000 distinct inventory items using standard costing method.
- Collaborated with cross-functional teams to implement process enhancements, resolving item traceability issues and significantly improving inventory record accuracy from 34% to 95%.
- Managed the inventory accounting process, including daily monitoring and reconciling inventory levels.
- Prepared month-end reports on inventory valuation and fixed assets for financial analysis.
- Oversaw documentation of fixed asset transactions, ensuring compliance with company policies and GAAP, enhancing financial transparency and accountability.
- Processed cash sales invoices, charge invoices, and scrap issuance authorization slips in accordance with established timelines and specific requests.

Travellers Insurance & Surety Corporation **Manila, Philippines**
Credit & Collection Trainee *March 2022 – July 2022*

- Manually transferred journal entries for the years 2020 to 2022 from the old software into the new system.
- Prepared remittance report for various agents, meticulously calculated their commissions.
- Verified completeness of payments and documents attached in production reports submitted by other branches and independent insurance agents.
- Assessed remittance and production reports and addressed over-remittance issues arising to the Audit department.

Mary May's Eatery **Malabon, Philippines**
Eatery Manager *January 2019 – November 2019*

- Conducted daily bookkeeping and auditing to accurately reconcile income and expenses, ensuring precise profit monitoring.
 - Effectively managed procurement and inventory maintaining optimal stock levels.
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TECHNICAL EXPERTISE

Microsoft Excel, PowerPoint, SAP Business One, Infor LN, Xero, Google Spreadsheet

CERTIFICATIONS

- Xero Advisor Certified December 2023
- SAP Business One Computerized Bookkeeping October 2017