

PROFILE

Results-driven Payroll Specialist, bringing over five years’ experience of payroll processing, payroll review, statutory reports and tax compliance. With proven proficiency in ensuring the accuracy of payroll reports, tax computations, and statutory compliance, as well as efficiently managing payroll annualization and coordination with numerous clients. Adept at analyzing discrepancies, improving processes, and maintaining quality-driven results in fast-paced environments.

PROFICIENCIES

Payroll & Compliance:

- End-to-end Payroll Process
- Quality Payroll Review
- Tax Reconciliation and Annualization
- Final Pay, 13th Month Pay and other Bonuses Processing and Validation
- Statutory Compliance (BIR, SSS, HDMF & PHIC)

Systems & Tools:

- Jeonsoft Payroll System
- SAP (Basic)
- Microsoft: Excel, Word, PowerPoint & Outlook
- Google Workspace: Docs, Sheets & Drive

Professional Skills:

- Data Accuracy & Reconciliation
- Problem-Solving & Critical Thinking
- Process Optimization & Detail-oriented
- Communication & Client Coordination
- Time Management & Organizational
- Confidentiality & Data Privacy

WORK EXPERIENCES

Billing Officer | September 2023 - Present
Equi-Parco Construction Company

- Managed end-to-end preparation and submission of project billing documents and attachments, ensuring 100% completeness and compliance with agency requirements.
- Monitor submission status and ensure timely processing of billings.
- Coordinate with engineers and government agencies to track and follow up billing progress.
- Ensure accurate billing of completed projects, minimizing delays and discrepancies.
- Prepare daily monitoring reports to track billing performance and updates.
- Maintain electronic files and records of all billing documents for easy access and reference

Payroll Quality Officer | January 2021 - April 2023
Business Process Outsourcing International Inc.

- Reviewed and validated payroll reports (drafts, finals, journal vouchers, bank reports, final pay, 13th month pay and other bonuses), ensuring high accuracy before client release for final validation.
- Validated month-end and statutory reports, identifying and correcting discrepancies.
- Ensured compliance and accuracy in all annual reports such as YTD Payroll Register, YTD Tax Register, Tax Reconciliation, Monthly Payroll Reports (Jan–Dec), BIR Form 2316 and Alphalists.
- Managed payroll uploads, payslips, and government contributions through online systems.
- Coordinated with clients to resolve payroll concerns and clarify report details.

Associate Payroll | March 2018 – December 2020
Business Process Outsourcing International, Inc.

- Processed end-to-end payroll for multiple accounts, ensuring timely and accurate salary release.
- Prepared and revised corrected payroll month-end reports to maintain data accuracy.
- Handled final pay computation and tax reconciliation processes.
- Uploaded pay slips and maintained payroll records in online systems.
- Collaborated with internal teams to address payroll-related inquiries and resolve discrepancies in a timely manner.
- Managed the annualization of payroll and generated reports for numerous accounts.

EDUCATION

Bachelor of Science in Technology Communication Management
University of Science and Technology of Southern Philippines
CM Recto Avenue, Lapasan, Cagayan de Oro City, 9000
March 31, 2017