



# REJEANNE MAE J. TEODORA

**Address:** Johndorf, Barra, Opol, Misamis Oriental, 9016

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**Email:** rjm.teodora@gmail.com

**Birthdate:** April 18, 2002

## SUMMARY

Detail-oriented BS in Management Accounting graduate with hands-on experience in payroll processing, timekeeping, and administrative support. Skilled in bookkeeping, financial record management, and data accuracy. Proficient in Microsoft Excel, including the use of formulas for reporting and financial tracking. Committed to delivering quality work and contributing to team success.

## WORK EXPERIENCE

### GJM Manpower Resource Inc. - HR / ADMIN ASSISTANT

June 2025 - April 2026

- Manage timekeeping and ensure accurate attendance monitoring for all employees.
- Prepare and process payroll using a spreadsheet-based payroll system.
- Draft and issue Notices to Explain (NTEs) in line with company policies.
- Source and screen applicants for various job vacancies.
- Assist with bookkeeping tasks such as expense tracking and reimbursements.
- Provide administrative and clerical support to ensure smooth office operations.

### GPR Accounting and Consultancy Services - INTERN

Jan 2025 - May 2025

- Assist in the preparation of financial statements, including the Statement of Financial Position, Statement of Comprehensive Income, Statement of Changes in Equity, and Statement of Cash Flows, based on working paper data.
- Contribute to the preparation of accompanying notes to the financial statements, providing clear and concise explanations of accounting policies and significant account balances.
- Preparation of comprehensive summaries outlining client companies' overall tax compliance with relevant Philippine tax laws and regulations

## EDUCATIONAL ATTAINMENT

### Xavier University - Ateneo de Cagayan

Aug 2021 - May 2025

Bachelor of Science in Management Accounting

## ADDITIONAL INFORMATION

### Technical Skills:

- Bookkeeping
- Payroll & Timekeeping Management (Spreadsheet-based)
- Microsoft Excel & Google Sheets (Intermediate)
- Data Entry & Financial Record Management

### Core Competencies:

- Organizational and Time Management
- Attention to Detail
- Team Collaboration
- Ability to Work Independently
- Adaptability and willingness to learn

## CHARACTER REFERENCES

- Leslejoy Paug - Admin/Operations Officer (GJM Manpower Resource Inc.)  
0915 516 6865 | goodjob.info301@gmail.com