



ANGELIKA MAE MERCADO

ACCOUNTANT

CONTACT



09495098024



angelikamaemercado2@gmail.com



Block 10 Lot 4 Lindale Subdivision,
Sapang Biabas, Mabalacat City
Pampanga, Central Luzon (Region III)
2010

SKILLS

- Xero Accounting Software (certified)
- QuickBooks
- Taxdome
- Proseries
- Retail Express
- Agent Box
- Microsoft Excel / Google Sheet
- Outlook
- Bookkeeping
- Data entry
- Attention to detail
- Willingness to learn
- Time management

EDUCATION

**Bachelor of Science in Management
Accounting**

Holy Angel University

2019-2023

**Accountancy, Business, and
Management (ABM)**

**Systems Plus College
Foundation**

2017-2019

ACHIEVEMENTS/ CERTIFICATIONS

Xero Advisor Certified
Dean's Lister
With Honors
Academic Achiever

WORK EXPERIENCES

Tax Accountant

Brooks Alliance

January 2024 - September 2025

- An Accounting firm based in U.S.
- Handle data entry for both individual and business tax returns using relevant IRS forms 1040, 1120, 1065, and 1120S.
- Review and verify all submitted tax documents to ensure accuracy and completeness.
- Import Profit & Loss reports from QuickBooks and incorporate them into tax returns.
- Confirming initial payment of clients for tax filing.
- Outbound calls to follow up with the payments, missing documents, or to schedule tax preparation appointments.
- Send email updates to clients regarding their accepted taxes, tax refunds or outstanding tax liabilities.

Accountant

Inferno Global & McGrath Estate Agents

October 2023 - January 2024

- Manage the accounting processes for both sports and real estate divisions in an Australian business environment.
- Generate and send sales invoices using or Retail Express to customers for payment.
- Create commission tax invoices in Agent Box and forward them to sellers' solicitors.
- Calculate commission and marketing fees, inclusive or exclusive of the 10% GST.
- Record commission tax invoices as sales invoices in QuickBooks.
- Upload and categorize expense receipts for payment (Accounts Payable) in QuickBooks under appropriate accounts.
- Bank Reconciliation
- Follow up with customers and sales managers regarding overdue payments.
- Prepare and submit a weekly Outstanding Invoice Report.

Junior Accountant Trainee (OJT)

JTana Permits And Accounting Consultancy Services

February 2023 - April 2023

- Gain hands-on experience working in a professional accounting firm, supporting day-to-day financial operations.
- Organize and record disbursements and collections using Microsoft Excel.
- Compute Value Added Tax (VAT) and prepare related documentation.
- Perform data entry for VAT Relief submissions, including both sales and purchases, in compliance with BIR requirements.
- Utilize subsidiary sales and purchase journals to ensure accurate journal entry recording.
- Conduct fieldwork such as handling BIR registrations, notarizing Special Power of Attorney (SPA) documents, and processing bank transactions.
- Prepare trial balances and generate financial statements.

Customer Service Representative

Concentrix

May 2022- Sept. 2022

- Provide support for Capital One customers, addressing inquiries related to credit card accounts and potential fraudulent activity.
- Manage and organize sensitive customer and credit card information with accuracy and confidentiality.
- Assist customers in processing payments and resolving credit balance issues.
- Recognized with an award for achieving satisfaction scores based on verbatim survey feedback.