**FERDINAND A. PASTOR**

554 Sitio Balayong Brgy. Calahan Cardona Rizal

Contact no.: 0927-866-6422

E-Mail Address:[ferdinandanicetepastor@yahoo.com](mailto:ferdinandanicetepastor@yahoo.com)



**WORK EXPERIENCE:**

**Senior Accountant**IQ-EQ Phil. Inc.

Robinsons Cyberscape Ortigas Center, Pasig City

October 2021 – Present

* Preparation of Client Relationship Management report for the monthly meeting with the client
* Review of Cosmos Dashboard Data
* Review and testing of accuracy of mapping in Cosmos
* Review of month-end, quarter-end and year-end reports
* Review of Weekly transaction and valuation postings in Investran
* Review of Monthly bank reconciliations

**Accountant**IQ-EQ Phil. Inc.

Robinsons Cyberscape Ortigas Center, Pasig City

June 2018 – October 2021

* Preparation of month-end, quarter-end and year-end reports
* Review of Daily Bank Reconciliations
* Review of Daily postings for valuation of assets
* Review of Weekly transaction and valuation postings in Investran
* Review of Monthly bank reconciliations

**Junior Accountant**IQ-EQ Phil. Inc.

Robinsons Cyberscape Ortigas Center, Pasig City

September 2016 – June 2018

* Daily monitoring and reconciliation of Bank Accounts
* Posting of Journal Entries for valuation of assets (Investran)
* Daily monitoring of transactions being received from the client mailbox
* Recording of transactions in Investran
* Reconciliation of different reports for the high-level review of transactions recorded
* Weekly Reconciliation of Outstanding Commitment and 3rd party transactions
* Additional Tasks like Static data change, monthly reconciliation and analysis of reports

**General Accountant**

Henry & Sons Trading and Manufacturing Corporation

Sheridan Corner Pines Street Mandaluyong City

April 2016 – September 2016

* Review of invoices from AP and purchasing team.
* GL code provider for accounting team
* Preparation of journal entry postings (NAV System)
* Preparation of Quarterly Financial Statements
* Preparation of Quarterly Income Tax Return filing
* Inventory and Cost Accounting role

**General Accounting Associate**

Accenture

GT Tower, Ayala Ave., Makati City

January 2014 – December 2015

* Monthly Balance sheet accounts reconciliation
* Monitoring of Prepayment accruals and amortization.
* Monthly Forex Revaluation for regional accounts
* Journal Entries in the client’s accounting software
* Knowledgeable in J.D Edwards (Oracle Accounting Softwares)



**SKILLS:**

* Critical thinking, decision making and problem solving.
* Planning and organizing
* Excellent interpersonal skills
* Good Microsoft Software skills (excel, word, power point)



**ELIGIBILITY:**

* **National Certificate III**Philippine TVET Qualification and Certification System

Bookkeeping Examination  
2013

* Certified Bookkeeper

National Institute of Accounting Technicians

2013

**Educational Background:**

* Bachelor of Science in Accountancy 2009 - 2013

University of Rizal System

Binangonan, Rizal

* Morong National High School 2005 - 2009

Morong, Rizal

* Tomas Claudio Memorial Elementary School 1999 - 2005

          Morong, Rizal



**Personal Information:**

Age : 30

Birthday : September 16, 1992

Birthplace : Pasig, Metro Manila

Gender : Male

Religion : Roman Catholic

Nationality : Filipino

Civil Status : Married

Mother : Eufemia H. Anicete  
 Father : Amador E. Pastor



*I hereby certify that the above informations were true and correct upon my best knowledge and belief.*

Ferdinand A. Pastor

*Applicant*