

# Mary Edsulle Parot

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## OBJECTIVE

To leverage my extensive experience in accounting, financial analysis, payroll and inventory audit, operations support, and team leadership to enhance organizational efficiency and innovation. Aiming to contribute strategic insights and process optimization skills to a dynamic team, fostering both business growth and personal development.

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## CORE COMPETENCIES

- High-Level Attention to Detail
  - Accounting Principles
  - Financial Analysis
  - Process Streamlining
  - Data Analysis
  - Payroll & Inventory Audit
  - Compliance & Regulations
  - Problem-Solving Skills
  - Time Management
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## TOOLS PROFICIENCY

- Google Workspace
  - PubMed & UpToDate
  - Social Media
  - Microsoft Office Suite
  - Trello
  - Hostinger
  - Zoom
  - QuickBooks
  - ChatGPT
  - InShot
  - Canva
  - Web Browser
  - Excelled
  - ZKTime5.0
  - CamScanner
  - Microsoft Dynamics SL
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## EXPERIENCE

### Jill Santos & Company

Cagayan de Oro City

*Accounts Analyst assigned to work as Payroll Auditor for Universal Canning Inc. in Zamboanga City*

*June 2021 - Present*

- Performed comprehensive audits of payroll processing to ensure accurate computation of salaries, wages, bonuses and benefits in compliance with Philippine labor laws.
- Collaborated with payroll administrators and HR personnel to resolve issues and provide guidance on payroll-related matters.
- Conducted year-end physical inventory counts and facilitated the sorting of warehouse inventory tags to optimize audit processes.
- Assumed leadership of semi-monthly payroll audits for Rank and File, Confidential and Promodizer employees, while concurrently managing weekly payroll audits for various manpower agencies following the resignation of the Internal Audit Head.
- Worked with new payroll auditors, leveraging experience as a seasoned Payroll Auditor to mentor and guide them effectively.
- Corrected a major payroll error, resulting in underpaid employees and oversaw back pay disbursement to rectify the issue.
- Achieved a 30% reduction in audit cycle time through process optimization and automation, ensuring more timely and accurate payroll processing.

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## CERTIFICATIONS

### **National Certificate III in Bookkeeping**

Technical Education and Skills Development Authority  
November 27, 2018

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## COURSEWORK

### **Bookkeeping Basics**

Coursera  
March 22, 2024

### **Getting Started with SAP SuccessFactors Employee Central Payroll**

SAP  
February 28, 2024

### **Excel for Financial Planning and Analysis (FP&A)**

LinkedIn Learning  
February 26, 2024

### **QuickBooks Online Essential Training**

LinkedIn Learning  
February 24, 2024

### **Financial Statement Analysis**

Coursera  
February 4, 2024

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## EDUCATION

### **JOSE RIZAL MEMORIAL STATE UNIVERSITY**

Bachelor of Science in Accountancy  
Cum Laude  
2014 – 2019

### **DAPITAN CITY NATIONAL HIGH SCHOOL**

Science, Technology, Engineering and Mathematics  
With High Honors  
2010 – 2014