



MARK JANIEL

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

JUNIOR ACCOUNTING SPECIALIST

Visaya Knowledge Process Outsourcing (Client: TRIP ARC – Canada) | February 2024 – Present (2 Years)

- Performs end-to-end accounting support, including invoice and payment processing, bank and account reconciliations, journal entries on an accrual basis, month-end closing tasks, expense audits, and team coordination across multiple travel and corporate accounts using Trams, Microsoft Dynamics NAV, SAP Concur, and NetSuite.

CLIENT CARE ASSOCIATE II (PAYMENTS & RECONCILIATION)

Global Payments Integrated | April 2022 – April 2023 (1 Year)

- Provided merchant support by handling live calls, reconciling transaction batches and deposits, assisting with refunds and voids, coordinating with Risk and Deployment teams, managing bank and account changes, and guiding merchants through online payment portals and statement reviews.

TRADING FLOOR ASSISTANT/BOOKKEEPER

A.T. De Castro Securities Corporation | September 2018 – September 2019 (1 Year)

- Managed bookkeeping and trading support by preparing general ledgers, performing bank reconciliations, filing VAT via eFPS, maintaining accounting records, assisting audits, and supporting stock trading operations using Winstocks and FlexTrade systems.

ACCOUNTING ASSISTANT / DATA ENCODER

Berkman Group of Companies (Levinson Asia Inc.) | January 2014 – September 2018 (4 Years, 9 Months)

- Handled accounts payable documentation, liquidation and petty cash reports, timesheets, job setups, general ledger analysis, project coding, systematic filing, and audit support for multiple departments.

MARKETING OFFICER

Philippine Prudential Life Insurance Company | 2013 – 2014 (1 Year)

- Generated and maintained sales leads, organized and supported marketing events, managed campaign schedules, and coordinated team activities to increase brand awareness and marketing effectiveness.

SKILLS/AREAS OF EXPERTISE

- Bank Reconciliation
- Invoicing & Billing
- Payroll Processing
- Financial Forecasting
- Bookkeeping
- Accounts Receivable (AR)
- Accounts Payable (AP)
- Account Balancing
- Journal Entries
- Expense Tracking
- Vendor Management
- Financial Reporting

TECHNOLOGY

- QuickBooks
- SAP
- Xero
- NetSuite
- Microsoft Dynamics 365
- Oracle EBS
- Oracle ERP
- Oracle Retail
- Oracle PL/SQL
- ETL
- MySQL
- Microsoft Access
- IBM Mainframe
- Microsoft Office 365

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