



ALBERT E. BAWIKA

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📍 Sampaloc, Manila

SKILLS

- Adaptability
- Excellent Oral and Written Communication Skills
- High level of responsibility and fast-learning traits
- Quality customer service
- Capacity to multi-task under pressure
- Strong leadership and organizational skills
- Computer literate
- Responsible for all the task assigned
- Capable of analyzing and solving problems
- Attention to details and accuracy
- Time management skills

LANGUAGE

- English
- Tagalog

PROFILE

Experienced handling corporate tax and governmental compliance for three years and five years supervisory/managerial position professional. Seeking an opportunity where I can use my experience and skills to be part of a progressive constitution where also I can learn and grow as an individual.

EMPLOYMENT HISTORY

SM Retail, Inc. – Tax Assistant

July 2022 – Current

- Processing, checking and requesting for check payment of LGU's Business Tax.
- Processing of BIR, LGU and SEC permits
- Responsible on attending BIR Tax Mapping and LOA compliance
- Responsible in processing/filing New Business and Business Retirement in LGU and BIR.
- Act as liaison with BIR and other relevant authorities
- Maintained well-organize tax records and ensure proper documentation
- Assist in training accounting in tax division as needed.

Original Bakery – Store Supervisor

December 2021 – June 2022

- Manage day to day branch/store operation
- Develop plans to achieve daily and monthly sales target
- Manage petty cash, revolving fund and deposit daily sales.
- Lead, motivate and train newly hired and existing employee as needed.

Datamatics – Customer Service Representative (Financial Account & PSI Account) (Seasonal)

May 2021 – October 2021

- Answering queries and helping customer to check status of bank transactions.
- Assist in scheduling the client's exam.
- Assist in payment process.
- Giving excellent customer service to achieve company standards.

EDUCATIONAL BACKGROUND

Legarda Elementary School

1999 – 2005

Ramon Magsaysay High School

2005 – 2009

Technological University of the Phil.

2009 – Civil Engineering Technology

The National Teachers College

2013 – 2021

Bachelor of Science in

Business Administration – Marketing Management

CHARACTER REFERENCE

- Paula Nikka G. Pastrana
Accounting Supervisor
09761596860
- Cirila L. Mago
Accounting Manager
09176241644

Merry Sun Corporation – Sales and Marketing

August 2018 – October 2019

- Create and Innovate marketing strategies
- Helps ensure that sales and inventory run smoothly
- Provide marketing and administrative assistance to the team to achieve sales target
- Oversee and coordinate transactions between internal, external and customers.

Cul Society Inc. – Management Trainee

November 2017 – March 2018

- Manage day to day branch/store operation
- Creating local store marketing
- Develop plans to achieve sales daily and monthly sales target
- Manage petty cash, revolving fund and deposit daily sales.
- Lead, motivate and train newly hired and existing employee as needed.

Ministop Convenience Store - Store Supervisor/Shift Supervisor

December 2015 – October 2017

- Manage day to day branch/store operation
- Develop plans to achieve sales daily and monthly sales target
- Manage petty cash, revolving fund and deposit daily sales.
- Lead, motivate and train newly hired and existing employee as needed.

G. Tuazon Café – Branch Coordinator/Barista

April 2015 – November 2015

- Manage day to day branch/store operation
- Oversee and coordinate sales and inventory.
- Develop plans to achieve sales daily and monthly sales target
- Manage petty cash, revolving fund and deposit daily sales.
- Lead, motivate and train newly hired and existing employee as needed.

Jollibee – Dining Staff

July 2011 – January 2015

- Bussing, out pending, cleaning, securing second transaction and selling of Happy Plus Card.