



GERSHUM QUINTIN LOPEZ

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Projects

- **DARE 5 Reconciliation Upload Tab**
(<https://bit.ly/dare5>)
Reconciliation System and Database
Google Suite(Sheets)
Dropbox
Wixsite

Experience

- **Mega Cellular Network Inc.** January 2021 - Present
Accounting Officer
 - General Ledger Audit - GL Transactions, Journal Entries, Schedules of Accruals, Prepayments, Amortizations and Bank Loans.
 - Management Reporting: Financial Statements, P&L and Cash Flow.
 - Rental Payments, Check Preparation, Disbursement, Bank Reconciliation and Banking Process.
 - Claims Processing of all supports from Brands.
 - Systems Used: Oasis, Quickbooks Online, Quickbooks Enterprise.
- **Much Prosperity Trading International Inc.** September 2020 - December 2020
Collection and Billing Staff
 - Data Entry, Billing, Collecting, Journalizing of all AR Transactions on a daily basis.
 - AR Aging, Collection Report, Sales Report.
 - System Used: SAP Business One
- **Frabelle Properties Corporation** November 2019 - March 2020
General Accountant
 - General Accounting - Management Reporting (P&L, Financial Statement, Cash Flow)
 - Overseeing and Handling of daily Accounting transactions for all parts of Accounting (AR, AP, GL) for Real Estate Industry.
 - Bank Reconciliation, Governmental and Tax Requirements, Accounting Books and Schedules of Amortization and Accruals.
 - System Used: Quickbooks Online.
- **Frabelle Corporation** May 2017 - November 2019
Internal Auditor
 - Incentives Audit - System Hosted: Reconciliation Upload Tab (<https://bit.ly/DARE5>).
 - Bookkeeping - Alphalist, EFPS.
 - Plant Audit - Monthly/Annual Physical Counts, Quality Check, Time and Motion Studies, Audit Reporting.
 - Sales Audit - Sales Transactions, Sales and Marketing Activities, Costing and Contribution Margin Monitoring, Offtake Report Validation.
 - Budgeting - Budget Committee, Departmental and Sales Budget.
 - Systems Used: Microsoft Dynamics AX, Alphalist, Recon Upload Tab.
- **Beneficial Life Insurance Inc.** May 2016 - February 2017
Accounting Staff
 - Collections Division: Encoding, Cashiering, Bank Reconciliation, Journal Entries, Payment Transactions, Recording and Validation, Book of Accounts(Schedules).
 - Systems Used: AutoLIS (Life Insurance System).

ON-THE-JOB TRAINING

- **Flexo Manufacturing Corporation**
Receivables/Collections (June 2015 - October 2015)

Education

- **Navotas Polytechnic College** 2012-2016
Bachelor of Science in Business Administration major in Management Accounting
College Degree

Skills

- Tech-Savvy.
- Adaptability and Efficiency to Microsoft Office, Google Suite and Other Accounting Programs.
- Flexibility at work.
- Teamplayer.
- Critical Thinking and Analysis.
- Fast Learning Ability.
- Initiative.

Personal Details

- Date of Birth : 13/10/1995
- Marital Status : Single
- Nationality : Filipino

Reference

- **Mr. Joel C. Lacno, CPA - "Frabelle Corporation"**
Group Accounting Head
joel.lacno@frabelle.net
- **Dir. Jose Ronel Jimenez - "C4 Networks of Hope | Shepherd's Staff Community Learning and Development Center"**
Archbishop | School Director
921-6711
- **Mr. Vergel D. Jimenez - "Pru Life UK"**
Financial Advisor
09366824007