

Alexander Javier

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Employee and client-focused with a background in managing hardworking teams. Ambitious leader with experience consistently hitting targets and KPIs. Detail-orientated adept at making critical decisions, managing deadlines, and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements.

CORE QUALIFICATIONS:

- Budget control and management
- Financial forecasting
- Cash flow analysis
- Financial data analysis
- Problem Solving
- Computer Literacy

EXPERIENCES:

360 Logix Solutions, Inc

Project Manager / Budget Control
Aug 2021 – Aug 2022

- Built collaborative working relationships with project teams.
- Reviewed performance against targets, appropriately identifying and managing risks and opportunities.
- Developed and monitored strategies to successfully deliver custom website and mobile apps projects.
- Led and motivated project team to meet and exceed project KPIs.
- Conducted project handovers to guarantee snag-free completion.
- Managed client expectations with a professional, considered approach to projects.
- Payroll processing and approval.
- Reviewed and approved budget for employees' benefits and company expenses and purchases.
- Figma UI/UX

Upwork (Triangl)

CS for E-mail / Order Specialist
Feb 2021 – June 2022

- Respond to customer queries in a timely and accurate way, via phone, email or chat.
- Identify customer needs and help customers use specific features.
- Analyze and report product malfunctions (for example, by testing different scenarios or impersonating users).
- Update our internal databases with information about technical issues and useful discussions with customers.
- Monitor customer complaints on social media and reach out to provide assistance.
- Share feature requests and effective workarounds with team members.
- Inform customers about new features and functionalities.
- Follow up with customers to ensure their technical issues are resolved.
- Gather customer feedback and share with our Product, Sales and Marketing teams.
- Assist in training junior Customer Support Representatives.

Wapak Coffee & Tea House

Owner/Operations Manager
Jan 2019 – Dec 2021

- Managed business finances and activities, such as budgets, profit-and-loss statements, and sales analysis.
- Successfully coordinated business activities to ensure maximum profitability with minimal costs.

- Assessed and accurately priced products, creating based on market trends, development costs, and target markets.
- Managed social media marketing activities, including posting company updates, analyzing results on insights, and tailoring growth strategies.
- Directed day-to-day operations by spearheading implementation of short-term and long-term strategies to achieve business plan and profitability goals.

Blue Ocean Marketing Solutions Inc.

Operations/Finance Manager

Aug 2016 – Dec 2018

- Tracked and logged expenses, ensuring spending remained within approved budgets.
- Independently manage financing and employee benefits.
- Coordinated smooth operation of monthly payroll, facilitating timely employee payments.
- Formulated strategic and long-term business plans, ensuring operations remained within budget.
- Established and maintained productive client relationships.
- Prepared management accounts and budget-holder reports, identifying significant trends and variances.
- Reported on the financial situation to guide decision-making and budget formulation.
- Assessed financial strengths and weaknesses of company strategy.
- Improved the organization's financial health and operational viability.
- Produced year-end financial statements in line with regulatory standards.
- Consulted with managers and chief executives to understand the financial situation.
- Increased transparency of financial operations to prepare for external audits.
- Monitored expenses, income, budgets, and petty cash records and acted upon errors.
- Managed accounts payable and receivables, raising invoices, reconciling accounts, and processing cash transactions.
- Partnered with senior operations leadership on budgetary and financial management decisions.
- Developed and implemented strategic plans to reduce expenses and increase profits based on financial analyses.
- Compiled financial information, figures, and forecasts for budgetary decision-making.
- Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.
- Reconciled monthly bank statements and resolved discrepancies.
- Reviewed and approved Cost Estimates of the project.
- Developed and shared best practices across the company.
- Directed day-to-day operations by spearheading implementation of short-term and long-term strategies to achieve business plan and profitability goals.
- Trained and mentored a high-performing team through regular performance reviews, individual feedback, and professional coaching.
- Administered Accounts Payable (AP) and Accounts Receivable (AR) functions, daily cash reconciliation, and sales reporting.
- Defined business requirements and workflows to enhance organizational efficiencies.
- Boosted operational efficiencies through forecasting and budget management.

Fineco Management Corp.

Finance Controller

Jan 2013 – Jul 2016

- Advised executives on contracts with significant financial implications.
- Develop improved business processes to provide greater transparency, more accurate reporting, and better identification of cost-saving opportunities.
- Created internal controls and corrective actions to reduce risk or deficiencies.
- Managed cash flows to optimize year-end tax benefits.
- Produced financial reports and audit documentation to facilitate internal and external auditing.
- Reviewed internal disbursement processes to optimize and strengthen the security of the payment environment.
- Developed a high-performing finance team to deliver support to the accounting department.
- Facilitated analysis and audit of financial records and record-keeping by finance departments.
- Developed annual budget and compare actual expenses against projected budget.
- Administered Accounts Payable (AP) and Accounts Receivable (AR) functions, daily cash reconciliation and sales reporting.
- Oversaw financial management activities, including budget management, accounting and payroll.

- Provided detailed financial information and interpreted the implications for business performance and funding needs.
- Monitored expenses, income, budgets and petty cash records and acted upon errors.
- Reported on financial situation to guide decision-making and budget formulation.
- Managed accounts payable and receivables, raising invoices, reconciling accounts and processing cash transactions.
- Produced year-end financial statements in line with regulatory standards.

Publicis Manila, Inc

Employee Services Officer

Apr 2012 – Dec 2012

- Handled human resources matters with discretion and immediately escalated high-level issues to upper management for remediation.
- Supervised staff training and coaching in corporate policies and procedures and regulations.
- Designed and implemented health and safety programs.
- Supervised staff recruitment, interviewing, selecting, and onboarding.
- Implemented team-building activities to enhance positive working environments.
- Provided support to employees with various HR-related issues and liaised with heads of departments to find resolutions.

Advertising Board of the Philippines

Finance Coordinator

May 2011 – Apr 2012

22nd Advertising Congress

- Facilitated analysis and audit of financial records and record-keeping by finance departments of each institution following Advertising Board regulations and generally accepted accounting principles.
- Created internal controls and corrective actions to reduce risk or deficiencies.
- Managed accounting, payroll, and financial reporting activities.
- Managed cash flows to optimize event benefits.
- Develop improved business processes to provide greater transparency, more accurate reporting and better identification of cost-saving opportunities.
- Developed a high-performing finance team to deliver support to the accounting department.
- Closely monitored budgets to avoid overspending.
- Tracked and logged expenses, ensuring spending remained within approved budgets.

Admax Network Philippines, Inc.

Sales Operations Specialist

Feb 2009 – Feb 2011

- Followed standard accounting procedures for accurate records.
- Collated invoices, transaction records, and accounting-related records.
- Updated balance sheets with accurate asset and liability information.
- Prepared month-end closing entries for detailed reporting and record keeping.
- Reconciled Purchase Orders (POs) to produce accurate inventory reports.
- Developed strong professional rapport with vendors and clients.
- Created a highly organized filing system for account documents resulting in increased efficiency.
- Managed all payments processing, invoicing, and collections tasks.

New Media Worldwide Co. Philippines, Inc.

Accounting Assistant

Sep 2008 – Feb 2009

- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation, and disbursements.
- Gathered all banking transactions via statements, recorded activity in Excel format, and reconciled balances.
- Reconciled operations database with accounting system information to calculate and determine monthly revenue.
- Reconciled Purchase Orders (POs) to produce accurate inventory reports.
- Prepared month-end closing entries for detailed reporting and record keeping.

Zenith Optimedia Philippines, Inc.

Treasury Supervisor
Feb 2008 – Jul 2008

- Ensured smooth running of financial operations by monitoring spending activity and quickly resolving operational flaws.
- Monitored budgets to help teams and managers avoid overspending.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Reconciled monthly bank statements and resolved discrepancies.
- Monitored Bank balances.
- Established daily priorities and organized workloads to maximize productivity.
- Increased transparency of financial operations to prepare for external audits.
- Reviewed and monitored Cheque Releases.
- Gathered all banking transactions via statements, recorded activity in Excel format, and reconciled balances.

Publicis Manila, Inc.

Treasury Assistant
Apr 2006 – Jan 2008

- Filled out expense reports for accounting.
- Improved the organization's financial health and operational viability.
- Monitored expenses, income, budgets, and petty cash records and acted upon errors.
- Helped managers set budgets based on forecasts and available resources.
- Consulted with managers and chief executives to understand the financial situation.
- Increased transparency of financial operations to prepare for external audits.
- Monitored Bank balances.
- Established daily priorities and organized workloads to maximize productivity.
- Prepare Cheques for release.
- Gathered all banking transactions via statements, recorded activity in Excel format, and reconciled balances.

Zenith Optimedia Philippines, Inc.

Billing Analyst
May 2004 -Mar 2006

- Prepared Billing.
- Prepared Statement of Accounts.
- Monitored Accounts Payable & Account Receivable.
- Monitored Aging report.
- Developed strong professional rapport with vendors and clients.
- Created a highly organized filing system for account documents resulting in increased efficiency.
- Managed all payments processing, invoicing, and collections tasks.
- Handled past due accounts, including collections and status reports.
- Monitored past due accounts and pursued collections on outstanding invoices.

EDUCATION:

San Sebastian College – Recoletos de Manila
Business Management
1998 - 2004

REFERENCES:

Ms. Catherine Arguelles
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