




ALEXANDER B. JAVIER

PROFILE


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.

CONTACT

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SKILLS

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

EDUCATION

BUSINESS MANAGEMENT

San Sebastian College – Recoletos
de Manila
1998 - 2004

EXPERIENCE

PROJECT MANAGER / BUDGET CONTROL

360 Logix Solutions, Inc
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.

EXPERIENCE

OWNER/OPERATIONS MANAGER

Wapakc Coffee & Tea House

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.

OPERATIONS/FINANCE MANAGER

Blue Ocean Marketing Solutions Inc.

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.

EXPERIENCE

- · 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.

FINANCE CONTROLLER

Fineco Management Corp.

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.

EXPERIENCE

EMPLOYEE SERVICES OFFICER

Publicis Manila, Inc

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.

FINANCE COORDINATOR (22ND ADVERTISING CONGRESS)

Advertising Board of the Philippines

May 2011 – Apr2012

- · 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.

SALES OPERATIONS SPECIALIST

Admax Network Philippines, Inc.

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.

EXPERIENCE

ACCOUNTING ASSISTANT

New Media Worldwide Co. Philippines, Inc.

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.

TREASURY SUPERVISOR

Zenith Optimedia Philippines, Inc.

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.

TREASURY ASSISTANT

Publicis Manila, Inc.

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.

EXPERIENCE

BILLING ANALYST

Zenith Optimedia Philippines, Inc.

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.

REFERENCE

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