

MAUBRICK KHIAN D. ASTUTO

Accounting & Website/Application development | AP/AR • Inventory Audit • AI Technology

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PROFESSIONAL SUMMARY

Accountancy graduate and Xero Certified Advisor & Migration Specialist with a QuickBooks ProAdvisor certification and hands-on experience across accounts payable/receivable, and physical inventory audit. Proven track record reconciling physical inventory against system records, and building process-automation tools that cut manual reporting time by 80%

WORK EXPERIENCE

Junior Accountant (Full-Time)

June 2025 – Present

Genetron International Marketing — Angat, Bulacan, Philippines

- **Process** full-cycle accounts payable and general ledger entries, ensuring accurate posting and complete supporting documentation for every transaction.
- **Manage** client billing and invoicing for 15 clients (~60 invoices/week), supporting on-time collections and consistent cash flow.
- **Perform** month-end reconciliations of inter-company transactions, investigating and resolving variances to ensure accurate financial reporting.
- **Support** internal and external audits by preparing schedules, retrieving supporting documents, and responding to head-office requests.
- **Built** and deployed a full-stack logistics tracking web application with a backend database, enabling real-time monitoring of 23 company trucks (repair history, cost calculations) and reducing manual tracking time by 80%.

Inventory Audit Assistant (Part-Time, Client Engagements)

Dec 2022 – May 2025

PwC — Count Team, Client Sites, Zamboanga City, Philippines

- **Conducted** inventory counts and cycle counts across multiple client sites, ensuring count sheets and documentation were complete and audit-ready.
- **Reconciled** physical inventory counts to system records and documented variances for follow-up and correction.
- **Identified** root causes of discrepancies (mislabeling, receiving errors, stock movement timing) and escalated findings to supervisors for resolution.

Accounting Intern (Internship)

Aug 2024 – Nov 2024

Bureau of the Treasury, Region IX — Zamboanga City, Philippines

- **Encoded** and verified client account and bond information, ensuring complete and accurate records.
- **Assisted** clients with bond application requirements and maintained organized files for efficient retrieval during internal reviews.

EDUCATION

Bachelor of Science in Accountancy

June 2021 – May 2025

Western Mindanao State University, Zamboanga City

CERTIFICATIONS

Xero Certified Advisor • Xero Certified Migration Specialist • QuickBooks Certified ProAdvisor • Civil Service Professional Level (PPT Passer) • TESDA NCIII – Event Management Services • WMSU English Proficiency Training

SKILLS

- **Accounting & Finance:** Accounts Payable & Receivable, Billing & Invoicing, General Ledger Entries, Journal Entries, Month-End Reconciliation, Inventory Reconciliation, Audit Documentation & Schedules, Internal Controls
- **Software & Tools:** Xero, QuickBooks, Manager.io, Microsoft Excel, Google Sheets, Claude, GPT-Codex, AntigraVity
- **Technical:** Full-stack web and application development for internal process automation and reporting
- **Core Strengths:** Attention to detail, data accuracy, problem-solving, English proficiency