Phoebe

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**OBJECTIVE:**

To be part of a dynamic organization where my knowledge, skills and expertise shall be utilize for the betterment of the organization and my overall skills. I want to use my expertise for the fulfilment of the organization’s goal and objective.

**PROFESSIONAL PROFILE:**

Work as Senior Accounting Associate at LTS Pinnacle Holdings, Inc. from November 2007 to March 16, 2014

**WORK EXPERIENCE**:

LTS Pinnacle Holdings, Inc.

Senior Accounting Associate

June 2012 to March 16, 2014

Job Description:

* Generate Sales and Purchases Report for remittances of taxes (e.g. quarterly income tax, vat, expanded taxes for services & purchases).
* Record cash disbursement journals, purchase journal, cash sales receipts and other financial related documents.
* Prepares Income Statement and Balance Sheet for Income Tax Return.
* Monitor quarterly payment of business tax and other government dues.
* Process registration of books of accounts, invoices, business permits and other pertinent certificates for existing and newly open stores.
* Monthly report and payment of amusement tax.
* Maintain and monitor books of accounts (e.g. cash sales and receipts, cash disbursement, journal books and general ledger).
* Conducts audit per POS (Point of Sale) for all branches.
* Monitor, notify and ensure to record all discrepancies observed.

LTS Pinnacle Holdings, Inc.

Junior Accounting Associate

November 2007 – June 2012

Job Description:

* Liaison to different private and government agencies.
* Process business permit for newly opened branches.
* Annual renewal of business permits.
* Registration of Books of Account.
* Encoding of Monthly Alphalist of Payee ( MAP ) to the Bureau of Internal Revenue System .
* Encoding of Vat Relief
* Handle customers concerned both internal and external aspect.
* Other clerical works such filing, photocopying, checking of monthly deadlines, preparing of all necessary documents needed for a particular deadline.

DecoArts Mktg.,Incorporated

Accounting Staff

August 2006 to November 2007

Job Description

* Maintain books of account (receipts, disbursement, accruals of expenses)
* Prepare Monthly Reports such Income Statement, Balance Sheet.
* Prepare petty cash fund replenishment for assigned branches.
* Check daily cash receipts.
* Reconcile stocks transfer in and transfer out from warehouse to other branches.

KEY SKILLS:

* Knowledgeable in Generally Accepted Accounting Principle (GAAP)
* Knowledgeable in Basic accounting Concepts & Accounting Terminologies
* Keen on details in order to have an accurate report
* Good in oral & written communication skills
* Positive attitudes in dealing with problems that may arise during preparation of reports
* Easily build a good rapport with co-associates.
* Can work effectively under pressure

CHARACTER REFERENCE AVAILABLE ON REQUEST

**EDUCATIONAL BACKGROUND**

Bachelor of Science in Accountancy

            University of the Immaculate Conception

             Fr. Selga Street, Davao City

             June 1999 – March  2003

**CERTIFICATES:**

TESDA NC III – Certified Bookkeeping ( April 2013 )

Civil Service Examination – Professional level passer ( November 2009 )

**PERSONAL DETAILS:**

Date of Birth: February 13, 1983

Language Known: English, Tagalog, Visayan

Marital Status: Single

Nationality: Filipino

**INTERESTS:**

Listening to music, surfing the internet, cooking, reading magazines, travelling with family and friends.