**IRENE**

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**Career Objective**:

To build a reputable career and create a niche for myself by becoming a successful accountant.

**Qualification**s:

* Certified Public Accountant with Average of 82.86% (May 2011 CPA Board Exam)
* Bachelor of Science in Accountancy - Central Philippine University (2006-2010) - Cum Laude

**Achievements:**

* Accounting and Audit Experience in Real Estate for more than 3 years
* Certified Public Accountant (Philippines) - License Number: 0143173
* Advanced knowledge on SAP (Systems Application Products)
* Cum Laude (Latin Honor) – Bachelor of Science in Accountancy
* Dean’s List (2006 – 2010) – Bachelor of Science in Accountancy

**Work Experiences:**

**Previous Employment:** Camella Homes and Communities (Iloilo Branch) (August 1, 2013-March 31, 2015)

 – A Vista Land Company

**Industry:** Real Estate Company

**Designation: ACCOUNTANT – Team Leader**

**Reports to:** Head Accountant

**Job Purpose:** Overseeing the accounting team to ensure day to day operational team duties are processed in a timely manner. Make recommendations to the Head Accountant in maintaining and developing an accounting principles, practices and procedures to ensure accurate and timely financial reporting.

**Job Duties and Responsibilities:**

* Audit of check disbursements and daily collections; ensure that internal controls are being followed
* Monitor cash position of 5 bank accounts
* Develop and maintain relationships with external affiliates such as banks and government agencies
* Preparation of month-end transactions and ensure accurate and timely month end processing including branch expenses
* Preparation/reconciliation of intercompany accounts
* Assist the Head Accountant in the preparation and reconciliation of monthly closing of company books
* Preparation of Sales book
* Prepare Monthly Income Statement report and prepare operations expenses analysis to help the management monitor the organization's performance and to support the decision making process.
* Process Value Added Tax Filing & Tax Payment and supervise accounting staff in processing other tax filing and payments
* Prepare Quarterly Trial Balance
* Prepare audit schedule for interim and year-end audit ; deal with external auditors

**Previous Employment:** Camella Homes and Communities (Iloilo Branch)

 – A Vista Land Company (September 12, 2011-July 31, 2013)

**Industry:** Real Estate Company

**Designation: ACCOUNTANT – General Accountant**

**Reports to:** Head Accountant

**Job Purpose:** Preparation of day to day operations and financial activities; analyze different financial data and prepares different proposal to continuously improve company’s standards.

**Job Duties and Responsibilities**

**General Accountant**

* Prepare, examine and process suppliers and government payments
* Compute tax dues and prepare tax returns to ensure compliance with payment, reporting and other tax requirements
* Preparation of commission, incentives and allowances to agents
* Prepare payroll for contractual employees
* Daily monitoring of funds, and effective cash management to support the company expenses and obligations
* Preparation of SAP (Systems Application Products) Templates for SAP Migration
* Prepare other necessary reports for the operations assessment and send to Accounting Head and Manager
* Monitors marketing and administrative budget as adherence to cost consciousness and efficient use
* Safeguard of company’s titles and monitor title receipt and release
* Audit of Cash Advance Liquidation to ensure that company’s cash is being used efficiently
* Prepare audit schedules to evaluate the effectiveness of the company’s transaction and performance

**Previous Employer:** Ritegroup Marketing, Inc. (Philippines) (January 8, 2011-July 31, 2011)

**Industry:** Trading \_ Medical Supplies

**Designation: ACCOUNTING STAFF**

**Reports to:** Accounting Department Head

**Job Purpose:** Carry the primary responsibility, processing of accounting documents and preparing reports and making sure that taxes and other operating expenses are paid, oversee efficient use of funds, projections of weekly expenses.

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**Job Duties and Responsibilities**

* Process invoices and prepare Receivables Schedule
* Update of Inventory Schedule for incoming, sold and returned items.
* Process tax forms and ensure timely payments of permits, licenses, and taxes
* Prepare cash collection and Bank Deposit Schedule
* Safeguard petty cash fund and manage cash expenses.
* Prepare other reports needed by Head Office and make recommendations for the improvement of company processes.

**Skills and Abilities:**

* Knowledge in Tally, Peachtree and QuickBooks accounting systems.
* Knowledge and experience in SAP, REMS and Property Plus accounting systems.
* Skill in performing detailed and complex numerical computations and reports.
* Proficient in MS Word, MS Excel, MS PowerPoint
* Strong verbal and written communication skills.
* Flourish in deadline-driven environment and can work under pressure
* Ability to speak and write in English
* Flexible in any accounting system

**Personal Characteristics**

* Goal Oriented
* Self-motivated
* Diligent at work