**JOSEPHINE**

[**Josephine.237211@2freemail.com**](mailto:Josephine.237211@2freemail.com)

Personal Details

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**Citizenship: Filipino**

**Gender: Female**

**Civil Status: Single**

**Qualifications and Education**

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Graduate Studies: CPA-Certified Public Accountant

Professional Regulation Commission

College: Graduate of Bachelor of Science in Accountancy

University of Mindanao Davao College

**Davao City, Philippines**

**Work Experiences**

**METAL LAND WORLD COMPANY**

**Al Quoz Industrial 3, Dubai , UAE**

**Accountant** Handles all accounting jobs up to finalization of Financial Statement, does payroll and some PRO functions.

**FIRST WELAN CORPORATION**

**Internal auditor** **(4 years)**

* Travel between offices to conduct spot or scheduled audit.
* Conduct meetings with the Branch Operations Managers and employees for updated policies, and discuss any violations or un-implementation of existing policies and control system
* Report results of Audit directly to the CEO
* Create policy for the control system that suits the actual operation
* Executive Committee member
* Authorize to decide regarding company’s operations
* Give immediate solutions to any unexpected problems
* Attend monthly meeting among MANCOM (Management Committee) members
* Handle sensitive and critical issues with regards to company and its employees
* Part in planning future company’s direction
* Attend quarterly meeting to discuss company’s performance and company’s financial status

**Admin & Finance Officer - Branch Office (3 years)**

* Manage Office funds, collection, expenses, hiring & payroll preparation

**POROCO INDUSTRIES CORPORATION/**

**SYNERGY DISTRIBUTION SYSTEM**

Handled several positions:

**Accountant/Bookkeeper (4 years)**

* Record all transactions
* Do reconciliation of accounts, including Bank reconciliation
* Prepare Financial Statements

**Audit member (1 year)**

* Do Audit functions under the supervision of the Audit head

**Accounts Payable/ Receivable Officer (2 years)**

* Approve or disapprove customer’s purchase order
* Process payments to suppliers
* Reconcile variances

**Warehouse Supervisor/ In-Charge (3 years)**

* Practice good warehousing
  + Supervision and work designation of my subordinates
  + Conduct warehouse inventory

**Biller/Encoder (1 year)**

* Encode day to day transactions
* Generate sales report per salesman weekly, or as needed

**Professional Membership**

PICPA -Philippine Institute of Certified Public Accountants

**Computer Skills**

* Knows how to operate computer with Microsoft Word, Microsoft Excel and Microsoft Power Point Program
* Easily learns Accounting software used by the company
* Basic knowledge on how to operate oracle, SAP & Tally systems.