**Ma. Theresa, C.P.A.**



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**SUMMARY:**

More than 10 years’ experience as financial accountant from different companies. Approaches work in a meticulous, thorough and detailed manner. Clearly communicate results orally and in writing. Good working with people and with business systems and computers. Possess high standard of integrity.

Essential Skills:

* Above average oral and written communication skill (English)
* Experience/Familiar in Oracle (AS400) computer system
* Experience in the application of US GAAP
* Experience in the use of Accounting Systems (Tally ERP 9, Quickbooks 2014, Primavera, and Sun System)
* Proficient in window-based applications (Word, Advanced Excel, Access, Powerpoint)
* Analytical
* Accounting - Experience with financial transactions and preparing financial statements.
* Deadline-Oriented - Ability to meet deadlines and juggle multiple priorities.
* Confidentiality - Can be trusted to keep sensitive information secure.
* Time Management - Prioritizes work to meet goals or deadlines.
* Customer Service
* Driving Skills

**PERSONAL DETAILS:**

* Birthday: July 20, 1967
* Gender: Female
* Religion: Catholic
* Nationality: Filipino
* Visa Status: Employment

**MAJOR SKILL:**

* **Currently attending a training for the most recent version of SAP ERP software which is SAP ECC 6 (SAP FICO Module)**

**MAJOR ACCOMPLISHMENTS:**

* Handled system enhancement projects for a PC-Based system and in AS400 Computer Software system, completed and signed off successfully.
* Assisted business analyst to mechanize financial process through the adoption of the new Integrated Financial System (Sun System).

**EMPLOYMENT HISTORY:**

*Dec 26, 2014* ***Pinnacle Building Technology FZE***

 *to Jebel Ali Free Zone, Dubai UAE*

*Present A company engaged in the business of selling and manufacturing of machines that will produce steel frames in construction.*

 *Chief Accountant*

* Supervises, directs, and reviews the work of the accounting staff particularly in the completion of our 2013 and 2014 books.
* Help staff to make entries in Tally for all the accounting vouchers like payment, receipt, sales and purchases voucher including journal voucher in case there is an adjusting entries.
* Handle creation of 2015 books.
* Makes and implements recommendations to improve accounting processes and

procedures.

* Prepare financial statement pattern to format of previous year audited financial statement.

*Aug 26, 2014* ***Armortech International Transporter Corporation***

 *to Quezon City, Philippines*

*Oct 31, 2014 A company engaged in the business of providing armored vehicle transport service to major bank clients nationwide.*

 *Accounting Head*

* Supervises, directs, and reviews the work of the accounting staff particularly in the monitoring of accounts payable transactions.
* Oversees the daily accounting activities for payments and accrued expenses.
* Produces financial reports for monthly board meetings.
* Makes and implements recommendations to improve accounting processes and procedures.

*April 3, 2012* ***Audiconta Ltd. (finished contract)***

 *to Luanda, Republic of Angola*

 *Jan 10, 2014 A well known auditing/accounting firm based in Luanda City.*

Auditor

* Assessing the accounting principles used by management if it is in accordance with Generally Accepted Accounting Principles (GAAP)
* Prepare lead sheets as basis to analyze entries in the trial balance in order to produce an audit report. This is a comparative figure of the report of the current year and last year.
* Review of the documents to validate item by item shown in the balance sheet and income statement.
* Make a report on findings and recommendations of the items audited.
* Prepare balance sheet, income statement and cash flow reports of the clients of the company with supporting schedules.

*Dec 2008* ***Namkwang International Engineering & Construction, Lda. (finished contract)***

 *to Kwanda Base, Soyo, Republic of Angola*

*Dec 2010 Angola LNG Project - Angola LNG is the owner and the operator of the project (client) is Bechtel International Inc.* ***Namkwang is the main Subcontractor assigned to construct LNG, LPG & FE Tanks with contract price of $186.3M.***

Project Accountant- reports to the Cost Control Manager & Finance Director

* Maintain accounting records to produce daily accounting vouchers from accounting system and in charge of monthly closing of accounts.
* Perform an audit of the accounting flow to improve the accounting system.
* Prepare financial statements and other financial reports for management and statutory reporting requirement, on a timely and accurate manner:

 Financial statements:

* Balance Sheet, Profit & Loss Statement & Cash flow Statement

Other financial reports:

* Petty Cash Report, Money Execution Report, Direct & Indirect Costs and Local Content Report
* Control and management of daily cash flow.
* Monitor billing and arrange payments to ensure prompt closing of Accounts Payable/Accounts Receivable modules.
* Prepare bank facility letters for the bank to bank transfer payment of employees’ salaries on a monthly basis and to suppliers account on a regular basis.
* Prepare *Monthly Payroll Report* for office staff and machine operators.
* Prepare monthly Bank Reconciliation Statement.
* Reconcile Home Office & Branch accounting entries.
* Compile and remit withholding tax return and social security contribution of employees.

*April 2008* ***Wheel Well Ent. (family business)***

*to* ***-*** *a one company serving all the electrical and mechanical drive needs (product or*

*Nov 2008 repair needs). The mechanical and motor repair services provide in-field troubleshooting for drives and controls, rewinding of A/C – D/C motors and provide machine shop and mechanical services both in the field and in the shop.*

 *Batasan Hills, Quezon City, Philippines*

Company Accountant

* Manage all accounting and financial related matters including preparation of full set of accounts & reconciliation.
* Compile and analyze financial information to prepare entries to General Ledger accounts.
* Prepare financial statements for statutory & tax reporting.
* Ensure compliance with regulatory and corporate finance & accounting requirements.
* Check and review accounting data, identify and compute accruals to prepare month-end closing entries.

*April 2002* ***Philippine American Life and General Insurance Company***

 *to - a leading life insurance company in the Philippines with subsidiaries all over the world and April 2008 Its parent company is American International Group (AIG).*

 *United Nations Avenue, Ermita Manila, Philippines*

Fund Management Consultant

* Review general accounting entries prepared by processing clerk for approval of Dept. Head.
* Maintain accounting records to ensure completeness & timely preparation of transactions.
* Ensure that amount reported in the Income Statement is accurate and presented on a real time basis.
* Perform monthly reconciliation of subsidiary ledger and general ledger to check accuracy of recorded transactions.
* Assist in the preparation of the annual budget of the department and in monitoring departmental expenses.
* Generate valuation reports and other related reports as requested by Dpt. Head for presentation to management.
* Handle maintenance of a PC-Based system including development/upgrade of the facility.
* Prepare adjusting entries after anniversary processing for the accrual of interest.
* Liaise with internal and external auditors on queries during financial year end auditing.
* Perform other ad hoc duties that maybe assigned from time to time.

 *Sept 1997* ***Philippine American Life and General Insurance Company***

 *to United Nations Avenue, Ermita Manila, Philippines*

 *April 2002* Accountant

* Responsible for the timely and accurate preparation of the following financial reports for local & foreign management:
1. Monthly Cash Flow Report with variance analysis of actual vs. budget & last year
2. Assist in the preparation of Monthly Operating Statement
3. Monthly Production report
4. Net Investment Income (NII) Analysis
5. Monthly Consolidated Operating Statement of three companies (Philamlife, Philamplans & Philamcare)
6. Preparation of monthly adjustments to take up book value/equity income from affiliates
7. Maintain accounting records and prepare financial statements of Small Business Unit (SBU Accounting)
* Prepare Reports for Statutory Agencies.
* Propose adjustments to be included in the financial statements in consultation with superiors.
* Review figures and analysis of monthly financial reports and providing explanations/disclosures on significant variances/unusual items.
* Perform closing of books of accounts.
* Coordinate finalization of the financial statements with the external auditors.

*Jan 1996*  ***Perebal Security & Detective Agency, Inc (freelance accountant)***

 *to - a private investigation agency providing professional uniformed* security *guards and*

*Dec 1996 protection services nationwide.*

 *Cubao, Quezon City, Philippines*

Company Accountant

* Responsible for the real time delivery and accuracy of financial records/reports of the company to ensure that the business is running smoothly.
* Responsible for keeping a transparent record of assets and liabilities of the business.
* Handle the preparation of statutory requirements such as VAT, corporate tax and others.

*Feb 1993* ***M & J Plastic (family business)***

 *to* ***-*** *an injection moulding facility manufacturing co. engaged primarily in the production and*

*June 1997 trading of plastic products using virgin and scrap plastics. Manufactured plastics being sold to leading supermarkets are water jugs of different sizes, coat hangers, o-rings, etc.*

 *Serrano St., Caloocan City, Philippines*

 Company Accountant

* Monitor company’s expenses, as well as preparation, analysis and verification of financial documents.
* Task with the preparation of the following management reports:

Financial Statements

Cash flow Statement

* Maintain accounting records.
* Handle the preparation of statutory requirements such as VAT, quarterly income tax & monthly remittances of withholding tax on wages and at source.
* Prepare of bank reconciliation statement.

*Aug 1991* ***Land Bank of the Philippines***

 *to - is the largest government-owned bank and one of the biggest government-owned and*

*Feb 1993 controlled corporations in the Philippines.It services many rural sector clients in areas where*

 *banking is either limited to rural banks or is non-existent.*

 *Bldg. IV – Treasury Services Dept, Gil Puyat Ave. Makati City, Philippines*

Accounting Clerk

* Perform daily accounting activities such as, maintenance of the general ledger (from journalizing to posting to general ledger).
* Prepare various accounting statements and financial reports .
* Prepare reports or vouchers for tax purposes.

*Dec 1988* ***City Service Corporation***

 *to - a manning company engaged in manpower supply of janitorial services.*

*June 1989 Leveriza St. Pasay City, Philippines*

Junior Accountant

* Maintain accounting records.
* Prepare quarterly financial statements for BIR tax reporting purposes.
* Monthly preparation of bank reconciliation statement.
* Monthly accomplishment of BIR forms, as to returns for w/holding tax on wages and at source.
* Secretarial function.

**EDUCATION:**

*1984 - 1988* ***Polytechnic University of the Philippines****– Sta. Mesa, Manila*

 *Bachelor of Science in Accountancy Major in Accounting*

*1980 - 1984* ***Project 6 High School*** *– Project 6, Quezon City*

 *1984 - 1988* ***Bagong Pag-asa Elementary School*** *– Bagong Pag-asa, Quezon City*

**CERTIFICATION:**

***Certified Public Accountant*:** - Registration No.: 0083884 – Rating: 77.93%

- Governed byProfessional Regulation Commission - Registration Date: October 12, 1990

- Member of the Philippine Institute of Certified Public Accountants (PICPA**)**

**ADDITIONAL PROFESSIONAL ACTIVITIES:**

**Life Operations Management Association (LOMA) taken and passed:**

* LOMA 1 (FLMI 280) Principles of Insurance: Life, Health, and Annuities
* LOMA 2 (FLMI 290) Life and Health Insurance Company Operations
* LOMA 3 (FLMI 310) Legal Aspects of Life & Health Insurance
* LOMA 7(FLMI 361) Accounting and Fin’l Reporting in Life and Health Insurance Cos.
* LOMA 5 ( FLMI 330) Management Principles
* LOMA 10 (FLMI 320) Life and Health Insurance Marketing

**Business Literacy Program**

- an update on the current events/trends regarding the insurance industry and its key players:

* **Life Insurance Accounting-** an introduction to the life insurance industry and its peculiarities. Sponsored by the Insurance Institute for Asia and the Pacific, Inc.
* **Microsoft Access Seminar -** an introduction to a relational database management system designed to give unparalleled access to data, using Windows 97.
* **Increasing Communication and Interpersonal Effectiveness -** a program designed to enhance communication effectiveness and building lasting and mutually benefiting relationships with people specifically with those whom we work with.
* **Time Management -** a program designed to provide information on how we can effectively and orderly manage and utilize our time.
* **Powerful Business Presentation -** a program designed to provide various techniques and information on how to effectively present business through public speaking.
* **Problem Solving-** a program designed to cope up with various problems encountered in the business i.e. to understand/know first the problem before solving the problem.
* **Service Excellence**- a powerful program which aims to provide tools and techniques in handling simple and complex clients for better customer relation service.

Certified Correct:

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**MA. THERESA**