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# RENANTE

# RENANTE.325080@2freemail.com

**OBJECTIVE:**

To be part of the organization where I can hone and apply my knowledge, skills and abilities, gain new insights and enhance my career.

**WORK EXPERIENCES:**

Position: **ACCOUNTANT**

**Forat Al Iraq Trading LLC**

Sharjah Industrial 1, UAE

December 2014 to present

* Responsible for the timely and accurate preparation and distribution of monthly & quarterly internal financial statements and reports to management.
* Preparing Financials & Reviewing Reports.
* Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
* Responsible for knowing critical functions within the department and capable of mentoring and assisting employees within the department.
* Utilize teamwork to develop departmental synergy.
* Reports directly to CFO and interfaces directly with other senior management team members, board of directors,
* Direct controlling payable, receivables, and credit policies with payment terms.
* Controls inventory and defining policies and procedures for proper inventory control.
* Monitors day-today operations of the company.

Position: **ACCOUNTANT**

**Kwartagram Corporation**

16th Floor Pryce Center Building

1179 Bagtikan St., Brgy San Antonio,

Don Chino Roces Avenue, Makati City

September 03, 2008 to October 15, 2014

* Prepares Financial Statements such as Balance Sheet, Profit and Loss Statement, Cash Flow Statement and analyses of accounts.
* Handles Book of Accounts from recording to finalization.
* Initiates budget and forecasting activities for day-to-day operations.
* Reviews, investigates and correct errors and inconsistencies in financial entries, documents and reports.
* Responsible for the development and implementation of accounting procedures and controls to ensure accurate and timely financial statements.
* Manages the day-to-day operations of the company

Position: **ACCOUNTANT**

**Ritelink Pharmaceutical Distributor**

166 West Dao St., Marikina Heights, Marikina City

November 2005 to March 2008

Job Descriptions:

* Responsible in the preparation of monthly Financial Statements and schedules
* Analysis of accounts, i. e. accounts receivables/accounts payables
* Manage the in-and-out of stocks
* Payroll preparation
* Preparation of reportorial requirements to government agencies like BIR, SSS, Philhealth and others
* Supervise the day-to-day operations of the company

Position: **AUDITOR**

**J. SAN PASCUAL & CO., CPA’s**

Unit 404 Tiffany Mansion, Eisenhower St.

Greenhills, San Juan, Metro Manila

February 2000 – March 2005

Job Descriptions:

* Ensures and evaluates compliance with applicable accounting procedures
* Audits and checks the validity and accuracy of accounts
* Responsible in the submission of year-end Financial Statements for BIR & SEC

requirements together with supporting schedules

* Incorporation and registration of business.

**SKILLS:**

* Knowledge in Peachtree Accounting Software
* Knowledge in Computer(MS Word, Excel, Powerpoint)
* Knowledge in Al Ameen Accounting Software

**EDUCATIONAL ATTAINMENT:**

TERTIARY: **BACHELOR OF SCIENCE IN ACCOUNTANCY**

 Philippine School of Business Administration

 1029 Aurora Blvd., Quezon City

June 1995 – March 1999

SECONDARY: Saint Anthony Abbot Academy

Villasis, Pangasinan

June 1987 – March 1991

ELEMENTARY: Caramutan Elementary School

Caramutan, Villasis, Pangasinan

June 1981 – March 1987

**Reference :** Available Upon Request

 I hereby certify that the above information is true and correct to the best of my knowledge.