**ALIFA , CPA, MICB**

**ALIFA.325338@2freemail.com**

**OBJECTIVE**

* To utilize my knowledge and skills in the best probable way to grow my career beyond my limits.

**EDUCATION**

**Eligibility: Member of Institute of Certified Bookkeepers (MICB)**

March 2016 to present

National Institute of Accounting Technician

Iligan City, Philippines

**Eligibility: Certified Public Accountant (Licensed)**

October 2015 to present

Professional Regulation Commission

Cagayan De Oro City, Philippines

**Tertiary** Bachelor of Science in Accountancy

Mindanao State University - Main

 College of Business Administration and Accountancy

 Marawi City, Philippines

 April 14, 2015

 *Department Service Awardee*

**Secondary** Mindanao State University

 Institute of Science Education - Science High School

 Marawi City, Philippines

 March 27, 2010

**Elementary** Marawi Central Elementary Pilot School (MCEPS)

 Marawi City, Philippines

 March 24, 2006

 *Valedictorian*

**SKILLS**

* Good in oral and written communications in English language
* Expert in Microsoft Office (Word, Excel, and PowerPoint)
* Excellent Accounting Knowledge
* Ability to Analyze Quantitative Data
* Proactive Problem Solver
* Good team player
* Fast learner
* Ability to work under pressure
* Sound knowledge in accounting software such as Quickbooks, Peachtree, and Tally.

**WORK EXPERIENCE**

**Santos Cua Accounting, Auditing and Consulting Firm**

2F Ruby Bldg., Tiano-Mabini St., Cagayan de Oro City

On-the-Job Trainee

November 7, 2015 – April 28, 2016

**Duties and Responsibilities:**

* Reviewed and scrutinized various financial statements as first line reviewer
* Prepared unaccompanied the financial statement of a client
* Participated in preparing a feasibility study for a hotel and casino business venture
* Helped in preparing tax returns
* Participated in field works and performed internal audit
* Assisted senior auditor in all phases of external and internal audit
* Reviewed notes to FS if they conform with IFRS requirements
* Reviewed petty cash disbursement vouchers
* Prepared a summary of daily sales and daily purchases of a client

**ACHIEVEMENTS/AWARDS RECEIVED**

**Department Service Awardee**

50th Commencement Exercises (SY 2014-2015)

Mindanao State University – Main Campus

Marawi City, Philippines

**1st Placer in Cup 2**

Practical Accounting II and Management Advisory Services

23rd Annual Regional Convention

Cagayan de Oro City, Philippines

**1st Placer in Cup 5**

All Board Subjects

23rd Annual Regional Convention

Cagayan de Oro City, Philippines

**1st Placer in Cup 3**

Audit Theory
13th Regional Midyear Convention

Cagayan de Oro City, Philippines

**1st Placer in Cup 2**

Management Advisory Services
Accountancy Week 2014

Academic Complex, College of Law, MSU, Marawi City, Philippines

**Commendation for Academic Excellence**

Dean’s Honors Lister

2011 Crème de la Crème

Dimaporo Gymnasium, MSU, Marawi City, Philippines

**AFFILIATIONS**

**Member**

Philippine Association of Islamic Accountants (PAIA)

July 2016 to present

**Member**

Philippine Institute of Certified Public Accountants (PICPA)

December 2015 to present

**Vice President for Audit**

Junior Philippine Institute of Accountants (JPIA), MSU Main Local Chapter

School Year 2013 – 2014

**SEMINARS ATTENDED**

**Introduction to Benchmarking**

Institute of Management Accountants (IMA)

Hilton Hotel, Doha, Qatar

November 26, 2016

**Advanced Excel Training**

Philippine Institute of Certified Public Accountants (Qatar Chapter)

La Cigale Hotel, Doha, Qatar

November 16, 2016

**Joint Induction and Launching**

Philippine Association of Islamic Accountants

Mallberry Suites, Cagayan de Oro City, Philippines

July 17, 2016

**Seminar/Workshop on Zakat and Awqaf**

Philippine Association of Islamic Accountants

Mallberry Suites, Cagayan de Oro City, Philippines

July 15-16, 2016