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| **RONIAN**  [**RONIAN.334425@2freemail.com**](mailto:RONIAN.334425@2freemail.com) | |
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| **EMPLOYMENT BACKGROUD** | |
|  |  |
| **• Accounting Officer** |  |
| Worx Group of Companies | |
| June 2013 - June 2016 |  |
|  |  |
| >Processing of opening/closing of companies | |
| >Prepares Monthly and Yearly Financial Statements | |
| >Oversees all accounting and treasury transactions | |
| >Accounting cycle/process from beginning to ending | |
| >BIR and other government compliances | |
| >Inventory Report of stocks and asset of the whole group of companies | |
| >Project head for newly develop new system of the Company (Microsoft AX Dynamics) | |
| >Project head for Businness Intelligence (reports) of the whole group (Qlikview/Qliksense) | |
|  |  |
| **• Accounting Supervisor/Operations Manager** | |
| Golden Harvest Advertisng | |
| October 2012 - March 2013 | |
|  |  |
| >Checking and supervises all company transactions | |
|  |  |
| **• Junior Purchaser** |  |
| Yakimix Corporation |  |
| January 2011 - March 2012 | |
|  |  |
| >Inventory Control |  |
| >In control of all purchases of raw materials and non food supplies | |
| >Prepares monthly report of all purchases | |
|  |  |
| **• Accounting Staff** |  |
| Boxboard Containers Corporation | |
| April 2008 - September 2010 | |
|  |  |
| >Preparation of Checks and Cash Disbursement Vouchers | |
| >Monitoring of Accounts Receivables and payables | |
| >Prepares SSS, PHILHEALTH and HDMF contributions | |
| >Accept Disbursement and replenished petty cash and other funds | |
| >Monitoring and maintain record of Daily Cash Positions of Cash Flows | |
| >Bank Reconciliation |  |
| >Prepares Monthly Income Statement and Summary of Expenses | |
| >To keep financial records safely and submit the required accounting record | |
| to higher division without delay | |
| >To abide the existing policy, rules and regulations regarding auditing on accounting | |
| >Other tasks that may assigned from time to time. | |
|  |  |
| **• Storekeeper** |  |
| Boxboard Containers Corporation | |
| January 2008 - April 2008 |  |
|  |  |
|  |  |
| **EDUCATIONAL ATTAINMENT** | |
|  |  |
| **Tertiary Level:** |  |
| **1st-4th Year** | Polytechnic University of the Philippines |
|  | Sta. Mesa Campus (Mabini Branch) |
|  | Bachelor of Science in Accountancy & Law |
|  | School Year 2001-2006 |
|  |  |
| **Secondary Level:** |  |
| **1st-4th Year** | Ismael Mathay Sr. High School |
|  | Project 8, Quezon City |
|  | School Year 1997-2001 |
|  |  |
| **Primary Level:** |  |
| **Grade 1-6** | Lemery Pilot Elementary School |
|  | Lemery, Batangas |
|  | School Year 1991-1997 |
|  |  |
| **SPECIAL SKILLS** |  |
|  |  |
| • Computer Skills | |
| • Good in Numbers | |
| • Inventory Control | |
| • Cash Position/Forecasting | |
| • Computer Lay-out & Design | |
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| **AWARDS/RECOGNITION RECEIVED & POSITION HANDLED** | |
|  |  |
| **Tertiary Level:** |  |
|  |  |
| • Accounting Quiz Bowl Level 1 (2nd Placer) | |
| • Accounting Quiz Bowl Level 2 (Level 3 Qualifier) | |
| • Outstanding JPIA Member | |
| • Quezon City Government Scholar | |
|  |  |
|  |  |
| **Secondary Level:** |  |
|  |  |
| **4th Year** |  |
|  |  |
| • Class Salutatorian | |
| • Editor in Chief (The Bounty) | |
| • Class Vice-President | |
| • Central President Math Club | |
| • Photojournalist of the Year | |
|  |  |
| **1st-3rd Year** |  |
|  |  |
| • Consistent Honor Student | |
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| **PERSONAL DATA** |  |
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|  |  |
| **Birth Date:** | December 15, 1984 |
| **Place of Birth:** | Taal, Batangas |
| **Civil Status:** | Single |
| **Citizenship:** | Filipino |
| **Height:** | 5'9" **Weight:** 180 lbs. |
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| ***I hereby certify that the above information are true and correct*** | |
| ***to the best of my knowledge.*** | |
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