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| **RONIAN****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 |
|  |  |
|  |  |
| **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 |
|  |  |
| **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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