**CHUCHI, CPA**



**CHUCHI.338269@2freemail.com**

Date of Birth: August 6, 1990

Nationality: Filipino

Civil Status: Single

**WORK EXPERIENCE**

**Company:** Apotheca Integrative Pharmacy

The 1st Compounding Pharmacy in the Philippines

**Job Title:** Accounting Supervisor (January 16, 2016 – January 7, 2017)

**Duties and Responsibilities:**

• Preparation of operational budget, management reports and financial statements

• Ensure regulatory compliance to the Bureau of Internal Revenue (BIR), Local Government Unit and Securities and Exchange Commission

• Overseeing the payroll process including preparation of yearly alphabetical list of employees to be submitted to the BIR, remittance of statutory obligations to the BIR, Social Security System (SSS), Philhealth and Pag-Ibig

• Ensure security of monies and other assets held on premises

• Monitoring of cash position thru online banking and performs monthly bank reconciliation

• Manage operating expenses so as to not go beyond the budget

• Ensuring that appropriate systems and internal controls are implemented and maintained

• Manage and delegate as well as train and oversee all accounting personnel’s work and job in general for the companies best interest

**Job Title:** Finance Officer (July 31, 2014 – January 15, 2016)

**Duties and Responsibilities:**

• Recording of revenue and expenditure transactions in the accounting system

• Maintain smooth inter-personal relationship with all clients and suppliers, particularly in billing, collection and payment aspect

• Controls the quality of all documents, letters, invoices and receipts

• Prepare and maintain files (hard & soft) of all source documents such as Purchase Orders, Check Vouchers, Delivery Receipts, Sales Invoice, Provisional Receipts and Collection Receipts

• Acts as petty cash custodian and prepares petty cash replenishment report

• Process banking such as deposit of daily sales and collection and updating of bank statements and passbooks

• Assist in the update of employee 201 files, benefits and leaves

**Company:** Diaz Murillo Dalupan and Company, CPAs

 Member firm of HLB International (Current);

 20 yrs. Member firm of Deloitte Touche Tohmatsu, International

**Job Title:** Audit Supervisor (December 1, 2013 – July 30, 2014)

**Duties and Responsibilities:**

• Overseeing audit planning, fieldwork and report; prepares reports and communicating findings and recommendations for manager's and partner's attention

• Review audit working papers prepared by the audit staff to ensure that all the conclusions are supported by the work done and the audit evidence obtained is sufficient and appropriate to support the audit conclusion

• Training and supervision of audit staff daily which includes monitoring of audit development to ensure completion of work in accordance with timetable

• Reviewing the financial statements for compliance with local legislation and with the financial reporting framework using, where necessary, appropriate checklists.

• Participates in the settlement of accounting, auditing and tax matters with clients depending on their complexity and technicality

• Completing other tasks as required

**Job Title:** Senior Associate (September 2011 – November 30, 2013)

**Duties and Responsibilities:**

• Conducts assigned audit engagements and ensure timely completion

• Supervise junior auditors assigned to the engagement providing guidance and overall review of deliverables

• Develops audit programs and testing procedures relevant to risk and test objectives

• Review audit work papers prepared by junior auditors

• Informing the audit supervisor of any problems experienced or discrepancies found.

• Drafts financial statements, income tax returns, points for discussion, management letter and other related documents.

• Completing other tasks as required by audit supervisors

**Job Title:** Junior Auditor (November 2010 – August 2011)

**Duties and Responsibilities:**

• Conducts substantive tests on client’s account balances.

• Prepares audit work papers and summarizes and communicates audit findings and recommends possible solutions for issues identified.

• Assists the audit in – charge in drafting client’s financial statements

**Industry Experience:** (Financial Audit and Agreed-Upon Procedures)

• Non-stock Savings and Loan Association

• Mutual Benefit Association

• Restaurant and Café

• Manufacturing

• Schools

• Trading

• Manning & Crewing

• Medical Services

• Logistics

• Holding Company

• Leasing of Properties

• Food Services

• Business Process Outsourcing

• Representative Office

**QUALIFICATIONS**

• Have high ethical and professional standards in the conduct of work.

• Maintains an attitude of professional skepticism and having ability to apply professional judgment.

• Develops an understanding of various types of industries.

• Have appropriate understanding of the professional standards and regulatory requirements.

• Demonstrates a genuine interest on work, including attending promptly on any problems that may arise.

• Carries out work within the required time tables.

• Goal oriented and a team player

**CERTIFICATION**

CPA Licensure Examination

October 9, 10, 16, 17, 2010

Number of Time(s) Taken: 1

Remark: Passed

**ORGANIZATIONAL INVOLVEMENT**

Philippine Institute of Certified Public Accountants (since November 2010)

**TRAININGS AND SEMINARS ATTENDED**

**“Corporate Power Image & Customer Service Training Program”**

April 18, 2015

Holiday Inn & Suite Makati Executive Lounge

Makati City

**“Workshop for New Associates on HLB Audit Methodology and Documentation, Excel/Pivot and Corporate Taxation”**

January 17 – 21, 2011

**“Fraud Audit Strategies and Techniques”**

July 20, 2012

**“Seminar on Cobit 5”**

October 8, 2012

**“Effective Business Communication Skills”**

October 25, 2012

**“Refresher Course on Audit Methodology for Senior Associates”**

November 5-9, 2012

DMD Training Room - 5th Floor Don Jacinto Bldg.

Makati City

**EDUCATIONAL BACKGROUND**

**Tertiary:** Holy Name University

**Course:** Bachelor of Science in Accountancy *(Cum Laude)*

**Date Graduated:** March 2010

**Secondary:** Holy Name University

**Date Graduated:** March 2006

**Primary:** Totolan Elementary School

**Date Graduated:** March 2002