

Contact HR Consultant for CV No: 340396

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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Objectives

Looking for the greatest opportunity to work as staff accountant in a reputed company.

Education

UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA

* + ***Year 2008*** Bachelor of Science in Accountancy

ST. MARK’S INSTITUTE

* + ***Year 2004*** High School/Secondary

ST. MARK’S INSTITUTE

* + ***Year 2000*** Elementary/Primary

Professional Experience

Fair Shipping Corporation

| Fair Bldg. 3F/4F 2079 Madre Ignacia Street, Malate, Manila, Philippines

Accounting Staff December 6, 2008 – December 31, 2016 (8 years)

Duties & Responsibilities:

2013 – 2016 Preparation of Check Voucher Payables such as:

1. (Company expenses such as Janitorial, Security, Courier, Telephone, Supplies, Internet, Equipment, Rentals, Gasoline, Maintenance materials , Dormitory, Program and HMO provider, SSS/HDMF/Philhealth contribution and Payroll Salary of employees)
2. (Crew Matters “seaman” such as Remaining Salary and Leave Pay of seaman, Cash advance, Panama Peso and Dollar, US and China VISA, PNI crew and Clinic, Medical and Training allowance, Billed Training, OWWA, Airfare, Daily allowance, Untermination pay, Hold allotment, Salary adjustment, Re-joining Bonus, Standby-Pay, Container allowance, Loyalty allowance Allotment Payroll of Crew)

Monthly preparation of summary for withholding tax expanded summary.

Requesting for check booklet for six different banks: RCBC, BPI, PNB, SBTC, UCPB

2010 – 2013 POEA Petty cash disbursement and liquidation worth ten thousand pesos, Release of Medical refund and training allowance for crew. Processing of Cash advances from office or from bank to crew before joining.

Report of daily cash position to management

1. Book to bank balance
2. Attaching all necessary Check Voucher, Acknowledgement receipt and Journal Voucher.
3. For checking to top management and after file accordingly.

(In charge in handling sister company book of accounts- FSC Training Center)

Preparation of voucher’s: CV, AR and JV.

Remittance to government requirements:

1. Monthly returns for withholding tax for compensation

(1601-C forms remit to bank and to government office)

1. Monthly/Quarterly value added tax (2550M/2550Q forms)
2. Alphalist / Annual registration fee / Business permit

(Annual 1604 CF form and in diskette file, summary of annual salaries and deductions employees)

Prepare monthly report of bank reconciliation.

Petty cash custodian worth five thousand pesos.

Annual closing for books of account

(1702 form-annual income tax, with attachment of annual statement of receipts and expenses, fund contribution and balance sheet, Printing and binding two books for Journal and cash receipts register and check disbursement register, Final stamping.)

2008 – 2010 In charge in preparation of monthly report for: contribution, newly hired, salary loans and remittance of SSS (Social Security System), Philippines Health Insurance and HDMF (Home Development Mutual Fund) for seaman on board vessel and employee.

Preparation of SSS maternity and sickness benefit for staff and for seaman onboard.

Prepare Philhealth form when staff and allottees requested for hospitalization purposes.

Distributing pay slip to employees every payday.

Skills / Interest

* Computer Literate (MS word and Excel)
* Able to follow directions timely and accurately
* Willing to learn multitask, honest and hard-working.

Seminar

* NATIONAL INSTITUTE OF ACCOUNTING TECHNICIANS
  + Review of Bookkeeping skills, completing the accounting cycle, constructive accounting and special journals
  + Held on September 17, 24 & October 1, 2016 at Astoria Plaza, Ortigas Business District, Pasig City Metro Manila, Philippines
* DEPARTMENT OF LABOR AND EMPLOYMENT
  + The Employee’s Compensation Program
  + Held on March 16, 2010 at the ECC Building Makati City, Philippines

Personal Data:

Date of Birth : May 22, 1987

Age : 29 yrs. old

Civil Status : Married

Nationality : Filipino

Visit Visa : Expired on 28 April 2017

Declaration:

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