Luzviminda

[Luzviminda.343419@2freemail.com](mailto:Luzviminda.343419@2freemail.com)  

**OBJECTIVES:**

To work in an environment where I can utilize my knowledge and skills to contribute to the growth of your organization and creatively involve in your system to acquire additional skills and learning for professional growth.Professional, creative and flexible with proven analytical skills.Interested in continuing education.

**WORKING EXPERIENCES**

**GCDrive Industrial Corporation**

Bookkeeper

JULY 18,2011 toJANUARY 10, 2017

**DUTIES & RESPONSIBILITIES**

* Bookkeeping
  + Maintains and updates accounting records
  + Prepares and issues accounting documents
  + Pays approved disbursements
  + Maintains Bank Accounts records, reconciles them and balances checkbooks
  + Compiles and maintains statistical reports necessary for financial decisions
  + Keeps and updates Account Receivables and Account Payables records
  + Keeps and updates changes in Rules and Regulations related to Accounting Policy
  + Prepares Monthly, Quarterly and Annual Financial Reports
* Government compliance.
* Annual Renewal of Business Permits
* BIR Reports
* Prepare 1601-C & 1601-E reports every 10tth day of the month
* Prepare VAT report, every 20th day of the month.
* DOLE Requirements
* SEC Reports
* Bank transactions and compliance.
* Renewal of contracts for Factoring & Bills Purchases Lines
* Processing of Factoring & Bills Purchase
* Payroll
* Checking and monitoring of Daily Time Record
* Checking of mandatory deductions
* Checking of balances and adjustments
* Others
* Preparation of Hazard Identification, Risk Assessment Definition and Controls
* Preparation of Methodology based on HIRADC
* Preparation of PPE Matrix
* Updating of company’s Rules and Policies on Safety
* Compliance on reports required by clients

**ZION MULTIPURPOSE COOPERATIVE**

Bookkeeper

May 2005 to June 2011

**DUTIES & RESPONSIBILITIES**

* Recording and journalizing daily transactions
* Posting to individual ledgers
* Keeping bankbooks updated
* Preparing periodical Financial Reports
* Handling petty cash fund
* Complying with government requirements

**SKILLS:**

* Knowledge in MS Office
* Knowledge in Bookkeeping
* Knowledge in LMS Program
* Knowledge in EFPS (BIR Electronic Program)
* Knowledge in Minor Computer Hardware and Software Troubleshooting
* Knowledge in HIRADC (Hazard Identification and Risk Assessment Definition and Control
* Able to work with minimal supervision

**SEMINARS AND TRAINING**

**CONTINUING LABOR EDUCATION SEMINAR (CLES)**

Laguna Labor Management Council Inc

4/F Andenson Bldg. II, Parian, Calamba City, Laguna

**LABOR STANDARDS WITH LATEST JURISPRUDENCE (R.A. 10395-Tripartism)**

Laguna Labor Management Council Inc

4/F Andenson Bldg. II, Parian, Calamba City, Laguna

**SPECIAL LEAVE BENEFIT (Magna Carta of Women), BATAS KASAMBAHAY, SEXUAL**

**HARASSMENT, DRUG-FREE WORKPLACE & R.A. 10028 EXPANDED BREASTFEEDING PROM0TION ACT OF 2009**

Laguna Labor Management Council Inc

4/F Andenson Bldg. II, Parian, Calamba City, Laguna

**GRIEVANCE PROCEDURE WITH LATEST JURISPRUDENCE**

Laguna Labor Management Council Inc

4/F Andenson Bldg. II, Parian, Calamba City, Laguna

**ALTERNATIVE DISPUTE RESOLUTION**

Laguna Labor Management Council Inc

4/F Andenson Bldg. II, Parian, Calamba City, Laguna

**LABOR RELATIONS WITH LATEST JURISPRUDENCE**

Laguna Labor Management Council Inc

4/F Andenson Bldg. II, Parian, Calamba City, Laguna

**TRIPARTISM TOWARDS ECONOMIC GROWTH AND INDUSTRIAL COMPETITIVENESS**

DOLE – Laguna Office and Office of the Governor

La Vista Pansol, Calamba City, Laguna

September 20, 2013

**TAX PAYERS RIGHTS AND REMEDIES**

Bureau of Internal Revenue (RDO 57)

LH1, University of Perpetual Help System, Biňan City, Laguna

May 16, 2012

**EDUCATIONAL BACKGROUND:**

TERTIARYPolytechnic University of the Philippines

Lopez Branch, Lopez, Quezon

**Bachelor of Science in Accountancy**

2001-2005

SECONDARYSto. Domingo National High School

Calauag, Quezon

1996-2001

ELEMENTARYSto. Domingo Elementary School

Calauag, Quezon

1991-1996