Heinjie

[Heinjie.346640@2freemail.com](mailto:Heinjie.346640@2freemail.com)

**Objective**

To be able to work with my expertise where I can share my work experiences, talents, and ambitions in attaining the goal of the company, and in the long run attain professional growth and learn from the field assigned, through hard work, and honesty.

**Qualification**

* CERTIFIED PUBLIC ACCOUNTANT
* Career Service Professional Examination (Government Admission Exam)
* Bachelor of Science in Accountancy 2003

**Career Experience**

• **TREASURER / SENIOR ACCOUNTANT / COLLEGE INSTRUCTOR** Jan 2009 - Oct 2016

ADVENTIST MEDICAL CENTER AND COLLEGES, INC. (formerly Manila Sanitarium and Hospital) Pasay City, Philippines

TREASURER

o Prepared budget for the year

1. Responsible in controlling and monitoring expenses and accounts receivable

o Interpreted financial status by collecting financial information; balance sheet, income statement, and profit and loss

o Recommended financial actions by analyzing account options

o Updated the students’ account monthly and year-to-date balance. o Prepared Subsidiary Journal Voucher and Reports

o Property, Plant, and Equipment Custodian

SENIOR ACCOUNTANT

1. Reconciled cash book balance to cash bank balance (Bank Reconciliation Statement)

o Minimart Store Auditor

o Prepared Property, Plant, and Equipment Depreciation Schedule

COLLEGE INSTRUCTOR (Part-time)

o 3-6 units per Semester

• **ACCOUNTANT** Aug 2008 – Dec 2008

GLOBAL I-NET BRIDGE INC. Makati City, Philippines

ACCOUNTANT of SID’S Bar & Restaurant

o Set-up Accounting System in SID”S Bar and Restaurant (subsidiary account)

o Prepared the Profit and Loss Statement for the period o Prepared the Subsidiary Journal Voucher

o Prepared checks for payables

o Reconciled cash book balance to cash bank balance (Bank Reconciliation) o Prepared payroll for the period

o Prepared the daily cash book schedule

o Dealt with the bank transactions (deposits and withdrawals)

• **ASSISTANT SUPERVISOR / LIAISON OFFICER** Nov 2006 – Nov 2007

RBA Foods International Inc. Meycauayan, Bulacan, Philippines o Product Costing Analyst

oPrepared payroll for the period o Prepared checks for payable

o Reconciled cash sales and credit sales

o Dealt with the bank transactions (deposits and withdrawals) o Assisted in monitoring orders and deliveries be on time

• **JUNIOR ACCOUNTANT** Mar 2006 – Sep 2006

SAN MATEO HEIGHT REALTY CORPORATION Makati City, Philippines

o Prepared Balance Sheet Statement and Income Statement o Prepared General Journal Voucher and Check Voucher

o Prepared government remittances taxes, individual tax return, inputVAT, & EVAT

1. Prepared government remittances and employee benefits like SSS, Pag-Ibig, PhilHealth contribution

o Assisted in bank transactions (deposits and withdrawals)

• **ACCOUNTANT**

INTERPTISE SOFTWARE SYSTEMS INTERNATIONAL INC. Makati City, Philippines

o Prepared Balance Sheet Statement and Income Statement o Prepared General Journal Voucher and Check Voucher

1. Prepared government remittances like taxes, individual tax return, input VAT, and EVAT

o Prepared government remittances and employee benefits like SSS, Pag-Ibig, PhilHealth contribution

o Assisted in bank transactions (deposits and withdrawals) o Prepared payroll for the period

o Set up Accounting System

**Education**

**Central Philippine Adventist College**

Murcia, Negros Occidental, Philippines Bachelor of Science in Accountancy

 Academic Excellence with 3.59 GPA

Batch 2003 Leadership Award CertificateVice-President – Batch 2003

 President – Junior Philippine Institute of Accountancy CPAC Chapter 2001-2003

 President – BSA Department 2001-2003

Treasurer – Student Government Organization 2002-2003Treasurer – JPIA CPAC Chapter 2000-2001

 Vice-President – BSA Department 2000-2001

PIO – Student Government Organization 2000-2001

**Skills**

Sep 2004 – Jul 2005

1998 – 2003

 Computer Literate; Computer Applications-Microsoft Office (Word, Excel, Powerpoint), DBASE, Quickbooks