**STEFHANY** 

**C/o 0504973598**

[**Stefhany.346726@2freemail.com**](mailto:Stefhany.346726@2freemail.com)

**OBJECTIVES To obtain a position where I can effectively utililize my knowledge and skills for the attainment of the Company’s objectives.**

**SKILLS AND COMPETENCIES**

* Very good analytical and mathematical skills related to accounting
* Very strong management accounting background
* Possesses knowledge on auditing and bookkeeping
* Ability to prepare financial statements and tax compliance
* Ability to manage multiple tasks simultaneously
* Can deal with different kinds of clients
* Ability to meet deadlines
* Can work as part of the team or alone
* Computer literate ( Microsoft Office, Quickbooks, SAP and Bizbox)

**WORK EXPERIENCE**

**Audit Staff / Bookkeeper**

Balicas, Lamboso & Co., CPAs

6th Lacson, St., Bacolod City, Negros Occidental, Philippines

May 2013 – September 2016

**Duties and Responsibilities:**

* Examines the books of accounts of the Company
* Prepares and submits working papers to the partner
* Analyze the variances of each accounts
* Analyzes the financial aspects of the Company
* Report audit findings to the partner of the firm
* Prepares Financial Statements for the client
* Prepares the tax calculations and tax returns
* Prepares and submits requirements to Securities and Exchange Commissions
* Verifies Company’s transactions and system’s documentation
* Test the internal controls of the Company
* Inventory count
* Prepares bank reconciliations
* Prepares and issues cheques
* Prepares payment vouchers
* Prepares statement of accounts
* Record transactions to Quickbooks

**Internship**

XYZon, Inc. – Accounting department

6th Lacson, St., Bacolod City, Negros Occidental, Philippines

November – December 2012

**Duties and Responsibilities:**

* Records transactions in the books of the Company
* Prepares bank reconciliations
* Validates Company’s transactions and its supporting documents

**Internship**

Riverside Medical Center, Inc. – Financial Audit department

B.S. Aquino Drive, Bacolod City, Negros Occidental, Philippines

April – May 2012

**Duties and Responsibilities:**

* Validates the correctness of the journal entries encoded in the system
* Encodes transactions in the Company’s computer system

**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Management Accounting ( 2009 – 2013)**

University of St. La Salle

Bacolod City, Negros Occidental, Philippines

**ACHIEVEMENTS**

* Civil Service Examination Passer (April 2016)
* Dean’s Listee - 1st and 2nd semester (AY 2009 – 2010)
* Dean’s Listee – 2nd semester (AY 2011 – 2012)
* SAP Certified 2013
* Member, Society of Young Management Accountants (2011 – 2013)
* Member, Junior Philippine Institute of Accountants (2010 – 2011)

**PERSONAL INFORMATION**

* Filipino
* Born July 31, 1993
* 23 years old
* Female
* Single
* 110lbs, 5’2ft