|  |
| --- |
| **G:\foto carné.jpgPERSONAL INFORMATION** |

**Name: MARRAH**

[**MARRAH.351783@2freemail.com**](mailto:MARRAH.351783@2freemail.com)

|  |
| --- |
| **SUMMARY** |

Results driven, self and team-oriented Accountant adept at creating clear and comprehensive financial reports to present to senior management. Enjoys being a part of a dynamic team.

|  |
| --- |
| **ELIGIBILITIES** |

* **Certified Public Accountant**- Registration
* **Certified Bookkeeper (United Kingdom)-** Membership
* **National Certificate III in Bookkeeping**- Certificate
* **Certificate in Associate in Accounting Technology**

|  |
| --- |
| **SKILLS** |

* Basic Tally ERP 9
* Quickbooks
* Basic SAP ERP knowledge
* Detail-oriented
* Highly organized
* Excellent time management skills
* Communication skills: written and oral
* Analytical skills
* Bookkeeping Skills
* Microsoft Office Suite
* Fast learner

|  |
| --- |
| **WORK EXPERIENCE** |

**Bookkeeper**

**June 2016- February 2017**

**Ortodoncia Friedländer-** Calle Puigmartì 33, 08012 Barcelona, Spain

* Organized the chart of accounts for the dental clinic.
* Kept track of the Official Receipts to support expenses through a filing system.
* Recorded daily transactions to the General Journal.
* Maintained the Petty Cash Book.
* Organized some clients’ subsidiary ledgers.
* Maintained client records for verification of Advanced Payments and Unpaid Revenues.
* Prepared the financial statements such as: Income Statement, Statement of Cash Flows, and Statement of Financial Position.

**Accounting Assistant- Intern**

**June 2014-October 2014**

**Cooperative Bank of Mountain Province**- Bontoc, Mountain Province, Philippines

**Banking and Finance Sector**

* Recorded the daily transactions of the bank to the General Journal and to their corresponding subsidiary ledgers.
* Generated financial statements and facilitated account closing procedures each month with the help of the Cooperative’s Accountant.
* Helped the compliance officer in ensuring that the bank’s financial reports complied with company policies, the National Internal Revenue Code, and other local laws.
* Pre-audited purchase orders by checking the mandatory attachments or supporting documents for the procurement of goods and subsequently, the Disbursement Voucher, and lastly provided the checklist of supporting documents.
* Assumed the responsibilities of the MAP (Mortuary Aid Plan) Officer such as updating their balances on their MAP book in every event of contribution or deduction.
* Organized the ledger cards of the cooperatives’ members and depositors.
* Compiled the daily summary reports of the Accountant, Cashier, and Bookkeeper.
* Compiled the financial reports for the use of Internal Auditor.
* Organized essential reports and documents for the monthly Board of Directors’ meeting.
* Miscellaneous tasks: photocopied documents, assisted bank clients, and errands.

**Accounting Assistant- Intern**

**November 2012- March 2013**

**Benguet State University-** La Trinidad, Benguet, Philippines

**Government Sector**

* Sorted financial documents such as Official Receipts, Cash Invoices, Charge Invoices, and other financial documents.
* Compared submitted Report of Collections and Deposits of Special Collecting Officers with the attached official receipts and deposit slips.
* Checked submitted Report on Inventory of Accountable Forms, Inventory on Supplies and Materials, List of Checks Issued with Disbursement Vouchers.
* Prepared Financial Report of Income Generating Projects using source documents such as Official Receipts, Charge Invoices, Deposit Slips, Prepared Schedules as of beginning of the month, List of Checks Issued for the month.
* Oriented on the use of Expanded- Government Accounting System.
* Journalized collections on cash sales, collections of receivables of some Income Generating Projects under Revolving Fund 161, and Revolving Fund 163 using the Expanded- Government Accounting System.
* Using excel formatted forms, filled up Bureau of Internal Revenue Form 2306 and 2307 for Certificate of Final Tax at source and Certificate of Creditable Taxes Withheld at Source respectively.
* Reconciled List of Checks issued with the bank report on en cashed checks in order to prepare a Schedule of Outstanding Checks.
* Assisted the Bookkeeper in reconciling balances per record and balances per system.
* Helped the Chief Accountant in preparing the Year-end Financial Reports to be presented to the Board of Trustees’ Meeting.

|  |
| --- |
| **EDUCATION** |

* **Bachelor of Science in Accountancy 2015**

**Mountain Province State Polytechnic College-** Bontoc, Mountain Province, Philippines

* **Bachelor of Science in Management Accounting 2013**

**Saint Louis University**- Bonifacio Street, Baguio City, Philippines