IVY

[IVY.361147@2freemail.com](mailto:IVY.361147@2freemail.com)

**Objective:**

Looking to join a company that offers long term career opportunities in Accounting or Audit, where I can grow professionally and utilize my skills to contribute to the company’s goals.

**SKILLS**

* MS Word and MS Excel
* Knowledgeable in SAP
* Team-player
* Detail-oriented and can work under pressure

**WORK EXPERIENCE**

**July 2016 - Nov. 2016** RDNavarro Accounting Services (Philippines) (Junior Accountant)

**Aug. 2009 - May 2016** Bansalan Gov’t Emplooyes’ Coop. (Philippines) (Bookkeeper)

**June 2009 – Dec. 2012** Part-time Freelance Online Worker / Entrepreneur

**Oct. 2006 - May 2008** Lapanday Foods Corporation (Philippines)(A/R Staff)

**June 2006 - Sept. 2006** Lapanday Packaging Inc. (Philippines)(HR Assistant)

**DUTIES and RESPONSIBILITIES**

**As Junior Accountant:**

* Handles bookkeeping for client’s accounts.
* Prepares records for monthly and quarterly VAT and percentage tax computations.
* Ensures that recorded and declared figures are supported by documents.
* Performs pre-audit for client’s disbursements.
* Does preparation and compilation of financial statements.
* Represents clients in the Securities and Exchange Commission and Bureau of Internal Revenue in cases of reporting violations and tax penalties.
* Assist new clients in business registration processes.
* Prepares amended annual financial statements.

**As Bookkeeper:**

* Verify accuracy and completeness of receipts/supporting documents before recording financial transactions.
* Compile information for the external accountant’s use.

**As Online Worker:**

* Freelance Administrative Support for Amazon Mechanical Turk, UnemployedPinoys and ODesk.
* Projects include data entry, proofreading of documents, image verification, answering survey questions and paid to click tasks.

**As Accounts Receivable Staff:**

* Ensures that boxes and plastics used during the period are recognized and billed.
* Coordinates with Logistics department and Port supervisor for checking of Bill of Ladings and Bill of Materials.
* Ensures that Delivery Receipts received are complete to facilitate sales invoice processing.
* Prepares sales invoices and statement of accounts of affiliates and customers.
* Prepares monthly sales reports for Peso and Dollar sales.
* Coordinates with Offshore Accounting for reconciliation of records on export sales.
* Requests for price update in the system and transmits price memo.
* Creates, maintains and updates customer files and subsidiary ledgers.
* Generates aging of receivable reports.
* Verify accuracy of inventory reflected in the system.
* Participates in periodic and year-end inventory counts.

**As HR Assistant:**

* Assists in the conduct of personnel hiring and resignation.
* Receives, reviews contents and maintains files of employees.
* Receives and checks time sheets and supporting documents for payroll processing.
* Verifies and acts on payroll complaints. Prepares payroll adjustment when necessary.
* Coordinates with bank personnel for posted payroll and pay slips.
* Reconcile and prepare monthly report of mandatory remittances to government agencies.
* Monitors and updates sick and vacation leave credits of employees.

**EDUCATION**

**Bachelor of Science in Accountancy** University of Mindanao - Davao City, Philippines

Graduated on October 2010

**Bachelor of Science in Commerce** Ateneo de Davao University - Davao City, Philippines

**Major in Management Accounting** Graduated on March 2006