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**Linalyn**

[**Linalyn.363625@2freemail.com**](mailto:Linalyn.363625@2freemail.com)

To utilized my skills & experience in accounting, thus it will be a great contribution for the improvement & growth of the organization and for the attainment of more knowledge and development of oneself as an achievement .

**PERSONAL DATA:**

Date of Birth August 31, 1971

Place of Birth La Castellana, Neg. Occ.

Sex Female

Nationality Filipino

Religion Islam

Language spoken English, Filipino

Current Salary 2700 + accommodation+transportation

Notice Time at least a week

Driving License Expired Philippine driving license 2014

Visa Status expired personal visa ( march 18, 2017) under tolerance period , can exit anytime and can come back with new company visa anytime

**EDUCATION**

Class of 1988 La Consolacion College

La Carlota City, Neg. Occ.

Secondary Education

Class of 1992 La Consolacion College

La Carlota City, Neg. Occ.

Bachelor Of Science in Commerce

Major in Accounting

**WORK EXPERIENCE:**

December 7,2013 – present Eastern Contracting & Supplies Co.

**SUMMARY OF RESPONSIBILITIES - Secretary/ On Accounts**

* Petty cash Custodian
* In charge for Cheque Issuances and Bank Reconciliation
* Telephone Operator & Receptionist
* In charge of Travel Booking & Itinerary of The Chairman
* Online visa application
* Online payment of utility bills (light, water , telephone)
* Booking Tickets of the employees
* Works on Payroll & In charge for the employees personal Data file
* Safe keeper of company confidential files & other documents
* Records company expenses
* And keeping and maintaining records of bank balances
* And all other related issues for maintaining files & records of the company.
* An executive Secretary to the Chairman of the company
* Do wps online for monthly salaries
* Account & HR assistant to the finance & operation manager

1996- August 2012 HTL Summit, Inc.

**SUMMARY OF RESPONSIBILITIES- Accountant**

* Prepares Monthly payroll and Pay cheques
* Works on the monthly inventory
* Prepares Cash & Disbursement Reports
* Audit disbursement vouchers (expenses)
* Issue cheques for the company expenses
* Works on analyzing and recording of transactions in books of accounts
* In charge of the payments and reports for government purposes
* Prepare quarterly Sales and expense report
* Prepare annual financial statements and cash flows
* In charge in communicating important transactions with regards to finances of the company
* Helps company in decision making through financial reports submitted
* Attends seminars and conferences with clients and other govt. agencies
* Company representative with regards to accounting requirements
* In charge of all SSS, Phil. Health, Bureau of Internal Revenue transaction and other necessary govt. mandatory requirements
* Do and works on the process of transfer of real property
* Substitute as an executive secretary to the president every time her secretary is absent or in vacation and sick leave
* Do multi tasking jobs as an accountant and as an executive secretary /admin assistant

1994-1996 Frabelle Group of Companies

**SUMMARY OF RESPONSIBILITIES - Accounting Staff**

* Analyzing , Recording disbursement and expenses of the company
* Make employees payrolls & pay cheques
* Audit daily time reports on sales
* Do inventories on supplies and make reports
* Do financial summary of Sales & expenses
* Works on deposits and withdrawal

**TRAININGS /SEMINARS**

DATE TOPIC/COURSE TITLE

Present (on going) Islamic Lessons every Friday @ Fanar Institute

Worshop on WPS online salary system

8/2/2015-9/6/2015 Arabic Lesson Level 1 – Writing & Reading

8/23/2001 Revenue Regulations

BIR Revenue District Office No. 26

Rotary Club of Malabon

2/28/2000 Implementing guidelines of Expanded VAT & comprehensive

Updates of BIR Rules & Regulations

Tax Studies & Research Center , Inc.

The Shangri-La Hotel, Makati City

3/17/1999 Annual update on Corporate Incoem Tax Administration and Rules

on Simultaneous Filing of Annual Final Corporate Tax and MCIT return

Tax Studies & Research Center, Inc.

Shangri La Hotel, Makati City

3/16/1999 The Rulees in Filing Tax Returns under the ERAP program and comprehensive Implementing Revenue Regulations

Tax Studies & Research Center, Inc.

Manila Peninsula , Makati City

10/09/1998 Tax updates (Revenue Regulations)

BIR Revenue District Office No. 26

Malabon, Metro Manila

7/28/1998 National Tax Forum on comprehensive tax reforms program

Earth time Info Source

The Heritage Hotel

1/10/1998 The New Philippine Income Tax System under the comprehensive Tax reform program

Tax Studies & Research Center, Inc.

The Shangri- La Hotel, Makati City

10/17/1997 Review and update on withholding Taxes

Philippine Institute of Tax Studies

New World Hotel

9/20/1997 Annual Update on Corporate Accounting and Bookkeeping

System under the BIR Computerization Program

Marche Center for Business Studies/Tax Studies & Research Center, Inc.

The Shangri-La Hotel, Makati City

**SPECIAL SKILLS & QUALIFICATIONS**

* Proficient in English & Filipino oral & written communication
* Good Interpersonal skills
* Proficient in the use of Microsoft word, Microsoft Power point, Internet browsing, Email services, Instant messaging , and other Microsoft Windows & web applications
* With knowledge on Microsoft excel, basic software and hardware trouble shooting
* Multi tasking
* Willing to learn