

**Remedios**

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*RP Certified Public Accountant*

**Summary of Qualifications**

A recent CPA exam passer seeking to leverage accounting skills and knowledge to gain an accounting position at your firm. Dedicated, eager to learn, competent, fast-learner, detail-oriented individual with the capacity to go beyond what is expected and achieve company goals.

**Work Experience**

**Fratelli Business Care – Accounting Firm, Philippines**

*Accounting Intern,* *February 2015 – April 2015 (3mos.)*

* Shadowing members of the Accounting Team as they perform their duties and Assisting in day by day accounting task.
* Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
* Assisting in the preparation of individual tax return and remitting tax payments to accredited agent banks.
* Handling sensitive or confidential information with honesty and integrity.
* Learning how to work as part of the Accounting team to compile and analyse data, track information, and support the company or clients.
* Taking on additional tasks or projects to learn more about accounting and office operations.

**Nidec Subic Philippines, Inc. – Electronics Manufacturing Company, Philippines**

**(under Powerlane Resources, Inc.)**

*Timekeeper, February 2012 – October 2012 (9mos.)*

* Reviewing 1600 employees departmental timecards to ensure employee’s time is accurately recorded and complete.
* Compiling and preparing of summary reports of employee official business and other payroll related reports.
* Assisting supervisors with questions regarding their employee’s timecard.
* Reviewing and making necessary corrections in regards to the Leave reconciliation error report.
* Support in month-end inventory checking.

**Education**

* **Mondriaan Aura College,** Philippines
* Bachelor of Science in Accountancy, 2016
* Bachelor of Science in Accounting Technology, 2015

**Certifications and Licenses**

* Certified Public Accountant –Philippines (License No.)

**Technical Skills**

* Proficient in MS Word, Excel, PowerPoint
* Xero
* Knowledge of Generally Accepted Accounting Principles (GAAP)
* IT knowledge/Computer Skills

**Core Competencies**

* Planning and organizing
* Communication skills
* Problem analysis and resolution
* Decision-making
* Attention to detail
* Resourceful

**Personal Data**

Age : 24 years of age

Place of Birth : Olongapo City, Philippines

Citizenship : Filipino

Gender : Female

Civil Status : Single

Language Spoken : Tagalog, English

Visa Status : Tourist Visa

Religion : Christianity

I hereby certify that the above information are true and correct to the best of my knowledge and belief.