**MALYN CPA**

Email: [malyn.375066@2freemail.com](mailto:malyn.375066@2freemail.com)

**OBJECTIVES:**

* [To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise to contribute to the growth of the organization.](http://www.greatsampleresume.com/resume-objectives/accounting-resume-objectives/securing-a-professional-career-with-opportunity/)

**MAIN STRENGTHS:**

* Ability to understand, learn and adopt to changes in the work environment
* Ability to collect and analyze information, [problem-solve](https://www.thebalance.com/problem-solving-skills-with-examples-2063764), and make decisions.
* Ability and willingness to learn new ideas for career development
* Good verbal and written communication skills
* Willingness to learn and work with a team and build relationship with others

**WORK EXPERIENCES:**

* Finance Processor

Pricewaterhouse Coopers SDC Manila

January 2017 to October 2017

* Assisted the analysts in completing the work requests assigned to the team in a timely manner
* Followed all procedures based on the guidelines set by the audit team
* Set up materiality of the engagement based on the instructions of the audit team
* Performed internal consistency checking for amounts within the financial statements, checking mathematical accuracy and recalculations
* Verified prior year amounts based on the issued financial statements of last year
* Property Accountant

DMCI Homes Property Management Corporation

January 2016 to December 2016

* Prepared security deposit refund invoices and delivers to Accounts Payable department.
* Prepare monthly bank reconciliation’s for checking accounts.
* Prepare monthly financial statements.
* Record and reconcile financial information.
* Prepare monthly, quarterly, and annual client reports.

**EDUCATIONAL BACKGROUND:**

**Tertiary:** Polytechnic University of the Philippines (PUP)

Bachelor of Science in Accountancy

Sta. Mesa, Manila

2011-2015

CPA Professional License Number: 0172207

**Secondary:** Andres Bonifacio Integrated School

Mandaluyong City

2007-2011

**PERSONAL BACKGROUND**

AGE: 23 years old

BIRTHDAY: November 22, 1994

CIVIL STATUS: Single

CITIZENSHIP: Filipino

VISA STATUS: Tourist Visa