**CAREER OVERVIEW**

**Donna**

**Certified Public Accountant with more than 8 years of work experience**

**Phone**

C/o 0504973598

**E-mail**

[Donna.378937@2freemail.com](mailto:Donna.378937@2freemail.com)

**Place of Birth**

Philippines

**Visa Status**

Husband’s Visa

**Date of Birth**

March 22, 1986

**Audit**



*Advanced*

**Accounting**



*Expert*

**Oracle**

 *Intermediate*

**MS Office**



*Expert*

**Coaching**



*Advanced*

* Has more than six (6) years of extensive exposure both in external financial audit of mining, oil & gas companies and in other diverse industries, including offshore financial audit, in Ernst & Young (EY) Philippines
* Has almost three (3) years of experience in general accounting specifically Accounts Payables and Accounts Receivables in the same auditing company

**EXPERIENCE**

2017 – October **Audit Manager** (Asia Pacific Talent Hub - Australia Market)

2017 – December *Ernst & Young (EY) Philippines Makati City, PH*

* Performs overall management of the audit process on engagement assignments.
* Performs administrative tasks to improve the firm’s performance scorecard which involve people activities to attract, retain and develop our people, growth activities to achieve exceptional client service, and developing specific action plans to enhance audit quality.
* Assesses the service needs of clients and assures that these needs are fulfilled.

**Personal Info**

* Appointed as one of the Team Leaders (TL) in overseeing the operations of the Mining and Oil and Gas subgroup while performing the following administrative tasks:
* Delegated assignments to junior staff and ensure the accuracy and quality of all delegated assignments.
* Helped junior team members in their career development through coaching and counseling.
* Monitored budgets and reported deviations noted in a timely manner.
* Participated actively in staff meetings, training programs and other professional development work.
* Monitored budgets and reported deviations noted in a timely manner.
* Conducted internal trainings and mock audit

2013 – October **Audit Senior** (Asia Pacific Talent Hub - Australia Market)

2017 – October *Ernst & Young (EY) Philippines Makati City, PH*

* Performed review of financial reports and ensures adherence to the applicable accounting standards.
* Performance of various substantive procedures including the test of details of the balance sheet and income statement items and analytical procedures.
* Participates in the over-all proper planning, scheduling and time control of audit engagement through coordinating with the team as well as with the client.

**Relevant Skills**

* Reviews walkthroughs and process documentation of the companies’ processes including purchases to AP, cash disbursements, cash receipts, sales/revenue to AR, inventory management, fixed assets accounting, payroll, intercompany and financial statements close processes.
* Performs compliance testing for entities reporting under Energy Savings Scheme (ESS) and National Greenhouse and Energy Audits as part of the Climate Change and Sustainability Services (CCASS) testing in Australia.
* Communicates with the onshore team for work instructions/allocations and timely update as to the work progress.

2011 – November **Audit Associate** (Assurance)

2013 – October *Ernst & Young (EY) Philippines Makati City, PH*

* Develops a working knowledge of engagement objectives, assists and participates in the proper planning and time control of audit work.
* Executes audit procedures, such as confirming understanding of significant processes and performing substantive procedures.
* Obtains knowledge of client’s business and industry and understands business controls and business risks.

**Donna Marie nayog**

**Certified Public Accountant with more than 8 years of work experience**

**2008 – October**

Certified Public Accountant Licensure Exam, Passed

**IFRS Executive Updates**

(2017, 2016, 2015, 2014, 2013)

*These trainings are designed to allow experienced learners to reinforce their IDRS baseline knowledge through discussions and case studies. It is also intended to provide participant with updated knowledge on selected IFRS topics.*

**Assurance Core Skills Program**

(2017, 2016, 2015, 2014, 2013)

*Each year’s training is a week-long comprehensive training course of the following:*

*•Firm’s methodology to facilitate effective and efficient delivery of high quality audits and services by focusing on business and financial statement risks*

*•Deeper learning on the firm’s methodology, including understanding the business, planning the audit, audit sampling, process review, and controls testing*

**Mining and Oil & Gas Industry Briefings**

(2015, 2014, 2012)

*These briefings are designed to orient EY staffs at all levels with the current updates in the mining and oil & gas industries*

**Comprehensive Seminar on Value Added Tax & Basic Taxes**

(2012, 2011)

*These are designed to provide comprehensive knowledge and certain applicable updates on VAT and other basic taxes to prepare audit associates in their financial audits of companies, in addition to the required yearly assurance trainings*

Plans to take Certified Internal Auditor exam

Travel, Photography, Healthy Living, Organic Food

English

 *Advanced*

**Certificates**

* Prepares business performance reviews, financial statement analysis and other related analysis designed to add value to the scope of the audit engagement.
* Becomes familiar with and capable of documenting and evaluating client’s significant manual and computerized systems and procedures, overall business operations and industries; uses this knowledge in audit work and develop awareness of significant problems and opportunities in the client’s operations.

**Professional Trainings**

* Participates with superiors in the overall evaluation of results of the audit; discusses significant matters, including disagreements identifies in assigned areas.
* Performs substantive procedures, identifies and investigates audit differences and evaluates findings.
* Performs process analysis, controls evaluation and documentation in accordance with audit methodology.
* Performs audit fieldwork and documents the same in the working papers.

2010 – August **Accounts Payable Accountant** (Finance Department)

2011 – November *Ernst & Young (EY) Philippines Makati City, PH*

* Prepares monthly/quarterly government remittances – value-added tax, expanded withholding tax, loan remittances of the company’s staff (government insurance and housing loans).
* Responsible for processing Petty Cash Fund replenishment.
* Processes payments to certain suppliers - security and janitorial services, food, beverages & telephone bills.
* Prepares analysis & reconciliation of various accounts – accounts payable, loans, social contributions.
* Processes reimbursements of partners and staff representation expense.

2009 – April **Accounts Receivable Accountant** (Finance Department)

2010 – July *Ernst & Young (EY) Philippines Makati City, PH*

* Performs entry of billing information into the Oracle ERP system.
* Records and reports accounts receivable to EY partners.
* Ensures correct application of cash receipts to related invoices.
* Regularly monitors over/under payments of invoices from clients.
* Ensures that necessary adjustments are properly reconciled and reported.
* Ascertains that receipts and adjustments are properly posted.

**EDUCATION**

2006 – June **Accountancy**, Bachelor’s Degree

2007 – March *Xavier University – Ateneo de Cagayan*

* This course studies accounting principles for a business organization. This is another 1-year course to qualify for the Certified Public Accountant board exams

**Interests**

2002 – June **Management Accounting**, Bachelor’s Degree

2006 – March *Xavier University – Ateneo de Cagayan*

* This 4-year course studies business concepts and methods used to report managerial performance information to internal users and managers to assist in making sound business decisions in managing the firm. This course helps the students understand the fundamental concepts of managerial accounting.

**Language**