**TERRENCE**

Terrence.383919@2freemail.com

**CAREER SUMMARY**

A highly competent licensed accountant (CPA) with demonstrated skills in general accounting, financial statement reporting and analysis, VAT, and process improvement. Strong analytical problem-solving skills with attention to detail and accuracy. Recognized as positive, innovative, and committed team player with consistent high levels of productivity in a dynamic work environment.

**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Accountancy (2012-2016)**

Xavier University - Ateneo de Cagayan

Cagayan de Oro City, Philippines

* Academic scholarship awardee
* Dean’s list

**WORK EXPERIENCE**

**ACCOUNTANT**

**PUEBLO DE ORO GOLF AND COUNTRY CLUB July 2017 to Aug 2018**

Cagayan de Oro City, Philippines

*Ranked as one of the top five golf courses in the country, Pueblo de Oro Golf and Country Club is a formidable brand in the Philippine sports industry that caters to athletes and sports enthusiasts alike. A member of the ICCP Group (Investment & Capital Corporation of the Philippines).*

* Post receipts to appropriate general ledger accounts using SAP accounting software
* Process sales invoice, purchase orders and expense reports
* Monitor past due payables and submit accounts payable aging report to the management
* Monitors check releases
* Receive calls and address concerns (status of payment processing) of suppliers and vendors
* Perform AP accounts reconciliation in subsidiary ledger versus general ledger
* Investigate and reconcile discrepancies of all AP accounts when they occur
* Audit cash and check collections submitted by front office and collection department daily
* Summarize Cash in Bank account and submits to the management monthly
* Assists in monthly bank reconciliation
* Summarize quarterly golf statistics and driving range reports
* Files mandatory monthly and quarterly expanded withholding taxes (1601E) and compensation (1601C) through E-Filing and payment system

**SKILLS/ATTRIBUTES**

* In-depth knowledge in accounting and finance – highly competent in theoretical accounting and application
* Excellent in computer applications – proficient in IT skills as listed below
* Excellent analytical skills – highly capable of solving problems and issues related to accounting and finance
* Able to work well under pressure – can manage time efficiently even under pressure
* Can work superbly well with minimum supervision – responsible enough to finish assigned tasks without close supervision
* Goal-driven and self-motivated – always motivated to do more than what is required; does not settle with mediocrity
* Ability to multi-task – can manage time given multiple tasks and hectic deadlines
* Excellent in meeting deadlines – can meet up timetable expectations
* Good team player – flexible and has a well-rounded personality; able to communicate and speak with rapport

**IT SKILLS**

* SAP
* Xero
* QuickBooks
* Peachtree
* Microsoft Applications (Excel, Outlook, Word, Powerpoint)
* Highly trainable and fast learner in any accounting systems adopted by the company

**TRAININGS ATTENDED**

* VAT in GCC: A Course on Value-Added Tax by Deloitte
* Systems, Applications and Product (SAP) Training
* Professional Series 1: Audit in an ERP system
* Professional Series 2: Audit in a computer environment
* International Business Convention, Bloomberg International

*References are available upon request.*