# Gemma2**GEMMA**

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**OVERVIEW.** Extensive exposure to various aspect of accounting gained from field of accounting..With in-depth knowledge on preparation of financial reports, audit reports and evaluation of efficiency in internal control of company and day-to-day business transaction significant know-how of financial documents.

**OBJECTIVE**To offer my service and help promote the welfare of the company. Expand my knowledge in my field of expertise. Earn an economical livelihood and future investment.

**EDUCATIONAL BACKGROUND**

Bachelor of Science in Accountancy

University of the East

Recto, Manila, Philippines

1989-1993

La SaletteHigh School

SantiagoCity

1985 – 1989

RaniagElem.School

Ramon, Isabela

1979 - 1985

**WORK EXPERIENCE**

**Yellow Cab Food Corp.**

1. **South super Highway Cor. Tinio St.**

**Bangkal, MakatiCity, Philippines**

**Position : –Assistant Audit & Billing Manager**

**January 2004 - September 2008**

**AUDIT**

* Directly report to Directors
* Responsible in implementation of guidelines with regards to cash control procedure
* Audit all stores including provincial outlet ( 64 branches ).
* Coordinates with external auditor in connection with permits on City Hall & BIR
* Assigned to investigate pilferage & money matter cases
* Coordinate with legal counsel with regards to initial findings of investigation
* Represent the company in filing cases
* Accompany employee relation officer during administrative hearing
* Consolidate & study financial statement of franchise stores
* Conduct physical inventory semi-annual
* Lead person in all transfer of ownership – legal paper
* Conduct monthly franchise accountant meeting
* Performs other tasks as may be assigned by immediate superior

### BILLLING

* Responsible in credit & collection, Local & International
* Prepares statement of account on a weekly basis to all franchise store
* Aging Schedule
* Conduct monthly meeting for all franchise accountant
* Prepare adjustment on credit/debit memo

**Position : – Accounting Head**

**July 2002 - December 2003**

* Prepare month end report like Financial Reports ( using file maker pro & Navision )
* Act as Treasury & Payroll Accountant
* Help staff in preparing check vouchers
* Responsible in all Government Obligations
* Bank reconciliation
* Perform reconciliation of Profit & Loss, Store vs. Accounting
* Checking of vouchers
* Prepare adjusting entries, schedule of expenses to support Financial Statements
* Alphalist preparation and its schedule ( BIR )

**PIC Phils., Inc.**

**Unit 2101 Jollibee Plaza Bldg.**

**Emerald Avenue, OrtigasCenter**

**Pasig City, Philippines**

**Position : – Financial Analyst**

**February – June 2002**

* Prepare Government Obligation
* Operating Expenses Analysis
* Bank reconciliation
* Perform weekly sales summary report
* Prepare adjusting entries, schedule of prepaid expenses, & lapsing schedule
* Responsible in monitoring the ageing of every clients/customer
* Responsible of preparing debit/credit memo
* Credit Investigation
* Audit employee expense claim

**Roasters Phils., Inc.**

**2nd Floor Singapore Airlines Bldg.**

**138 HV delaCosta Street**

**SalcedoVillage, MakatiCity**

**Philippines**

**Position : – Joint Venture Accountant**

**January 1996 – January 2002**

* Prepare government Obligation
* Prepare month end report like Financial Statements, Balance Sheets
* Bank reconciliation
* Perform reconciliation of Profit & Loss, Store vs. Accounting
* Checking of vouchers
* Prepare adjusting entries, schedule of expenses to support Financial Statements
* Generate reports using Financial reporting Extender ( FRX )
* Alphalist preparation and its schedule ( BIR )
* Assist external Auditor ( SGV &LayaMananghaya Audit Firm ) during annual Audit

**TRAININGS & SEMINARS ATTENDED:**

• December 18, 2007 – Customer Service: Touching The Human Spirits
Venue: Yellow Cab Pizza Company, United Nations Ave., Manila Philippines

• June 05, 2006 – One-Stop Export Documentation Center ( OSEDC ) Procedures
Venue: Boardroom, Hall 2, ITC Complex, Roxas Blvd. Cor. Sen. Gil Puyat Ave., Pasay City, Philippines

• January 25 - 31 2006 – NavisonTraining ( Accounting Software )
Venue: Yellow Cab Central Office, Bangkal, Makati CityPhilippines

• September 14, 2005 – Leadership Training conducted by Manny Blas
Venue: 2ndFloorHyattHotelBuilding, RoxasBlvd.PasayCity

• June 30, 2005 – Tax briefing Seminar on “ No Audit Program “ & “ New VAT Law “
Venue: Atrium Bldg., Makati Ave., Makati City, Philippines

• October 09, 2004 – Counterfeit Training

Venue: Yellow Cab Central Office, Bangkal, Makati CityPhilippines

• November 29, 2000 – Year End Adjustment Policy & Clarification on the Submission on Annual Info. Returns ( Large Taxpayer Assistance Division )
Venue: NationalTrainingCenter auditorium, G/F BIR Cmpd.. Makati City, Philippines

• August 2000 - Financial Report Extender & General Ledger Module

• November 1999 – Lotus Notes Training

• July 1999 – Profit Statement

• June 1999 – Platinum Software Training

• January 1999 – FA DOS Training