Curriculum Vitae of

**SYLVIA**

**SYLVIA.73190@2freemail.com**

**Career Objective**

To handle task that will develop my skills and potentials, enrich my knowledge in all areas of accountancy, explore my capabilities in other work areas and deliver the best end result.

**Working Experiences**

Finetex Technology Phils. Corporation. – Alabang Office

25F Insular Life Building, Corporate Centre Alabang Muntinlupa City

January 2008 - present

**Accounting Officer**

Duties and responsibilities

* Prepare and records all the transactions of Finetex Technology Global Ltd.
* Review annual and monthly budget of each subsidiaries and prepare the consolidated budget of the entire company.
* Check and review actual disbursement made of each subsidiaries and compare with their budget.
* Prepare request for payment and wire transfer base on their expense reimbursements, fund request and budget.
* Monitors cash balance and update the bank master file of the company
* Prepare bank reconciliation
* Prepare payroll for Alabang employees, its entries and related schedule.
* Check and review disbursement voucher of Alabang Office
* Check and review petty cash replenishment of Alabang Office
* Assist external auditor during audit period

ASPEX, INC.

2F Grayline Bldg #14 Arayat St. Mandaluyong City

November 2004 - January 2008

**Chief Accountant**

Duties and responsibilities

* Prepares monthly, quarterly and annual Financial Statements of the company.
* Responsible in the preparation & analysis and timely issuance of financial statements.
* Preparation of Weekly and Quarterly projections (cash inflows and outflows).
* Monitor each account ant make sure that the schedules are available
* Monitor payments to government agencies and adhere to their rules and regulations (BIR,SSS,Philhealth, Pag-ibig).
* Records the billings and liquidation of the company
* Prepare budget for corporate expenses during company’s business plan.
* Prepare and monitor records of fixed assets.
* Represent and negotiates with the banks regarding credit lines and loans application.
* Checked and supervised the staffs with the task assign to each of them
* Represent the department on the management meeting.
* Prepares confidential payroll and payroll entries.
* Coordinate and assist auditor during audit periods.

ASE Holding Electronics Phils., Inc.

FCIE Langkaan Dasmarinas Cavite

June 1997 – December 2003

**Finance Supervisor**

Duties and responsibilities

* Responsible in the preparation of financial statements
* Prepare reports for internal used such as:
	1. Monthly comparative sales reports,
	2. Monthly usage of monthly raw materials used, direct labor, manufacturing overhead and operating expenses that have a major effect on the financial performance of the company.
	3. Capital Expenditures for the month
* Prepare reports submitted to parent company.
	1. Comparison of monthly, quarterly and annual sales reports per client and per product line
	2. Comparison of monthly, quarterly and annual direct materials used, labor costs, manufacturing overhead and operating expenses.
	3. Monthly and quarterly capital expenditures of the company.
	4. Monthly inter company transactions like sales, purchases and other related party transactions.
	5. Quarterly analysis of financial operations of the company
* Prepare six months rolling financial forecast
* Prepare financial forecast for the next 5 years
* Monitors related party transactions and prepare schedules and its reconciliation
* Counter checks payables to suppliers
* Coordinate and assist auditor during audit periods

**Cost Accountant**

* Records monthly work in process and finished goods
* Prepare Statement of Cost of Manufactured and Sold
* Prepare and analyze standard cost for Work in Process and Finished Goods
* Coordinates with other departments for all data needed in the preparation of standard costing.
* Prepare monthly inventory reports of raw materials
* Prepare monthly cost analyses of raw materials, direct labor, indirect labor and other overhead expenses.
* Coordinates with warehouse manager and staff during audit periods

**Fixed Asset Accountant**

* Responsible in recording of all fixed assets transactions: purchases, retirement, sale, depreciation expense and its allocation.
* Prepare subsidiary ledger of fixed assets
* Responsible in fixed assets inventory whenever necessary

**Other responsibilities**

* Preparation of daily cash positions and weekly cash disbursements, including the placement of time deposits for excess cash.
* Transact and negotiates with the banks for the letter of credit (LC) application. (January 1998 – 1999)
* Assist treasury with transaction and negotiation with the banks and prepare checks and monitor bank balances in the absence of treasury officer.
* Prepare journals vouchers for bank transactions (DM/CM and dollar payments) (June 1997-January 1999)
* Handles petty cash fund for Finance department (January 1999 – 2001)
* Handles petty cash fund for Import Export department

Phil-Asia’s Crafts & Garments Corporation

FTI Taguig, Metro Manila

March 1996 – June 1997

**Cost Clerk**

Duties and Responsibilities

* Prepare cost for all sample products
* Responsible in the inventory of raw materials, work in process and finished goods
* Prepare analyses for materials used in production

**Skills**

* Proficient in using windows (Microsoft Excel, Word and Powerpoint)
* Knowledgeable in using System Application in product in data processing (SAP), Quickbooks and Inventory TEAMMAX MM system

**Education**

College 1990 – 1995

 Central Luzon State University

 Bachelor of Science in Accountancy

 Graduated

Secondary 1986 – 1990

 Aliaga National High School

 Graduated

Primary 1980 – 1986

 Sto. Rosario Elementary School

 Graduated