

**BRYAN**

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**PROFILE**

A Certified Public Accountant in my home country, with a minimal but solid experience in Accounting. Finished Bachelor’s Degree as Cum Laude, an Accounting Excellence Awardee of a prestigious & reputed National Professional Accountancy body of the Philippines (Philippine Institute of Certified Public Accountants, PICPA). Articulate both in written and oral communication, manifest through quality performance and enthusiasm at work.

**CAREER HIGHLIGHTS**

**ALC Group of Companies July 10, 2017- July 11, 2018**

Auditor

 Duties:

* Conduct Branch Audit
	+ Audit of Operating Funds (Petty Cash Fund, Revolving Fund, Undeposited Collections, etc.)
	+ Audit of Monthly Sales Report
	+ Analysis of Daily Collection Report
* Conduct Physical Inventory of Assets
* Pre-audit disbursement vouchers of:
	+ Eternal Gardens Memorial Park Corporation
	+ Eternal Gardens Construction & Development Corporation
	+ Batangas Ventures Properties & Management Corporation
	+ Isuzu Gencars
* Pre-audit of Purchase Orders- Central Purchasing Department

**Hercor College - Roxas City, Capiz November 2016 – March 2017**

College Instructor

College of Business Administration

 Subjects:

* Principles of Money, Credit and Banking
* Basic Finance
* Fundamentals of Accounting, Business and Management 1

**Andrew F. Zapanta Accounting Firm October 2014 – May 2015**

**Roxas City, Capiz**

On-the-job Training

 Duties:

* Bookkeeping
* Prepared monthly and annual tax returns
* Prepared annual financial statements

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**TRAININGS & SEMINARS**

* **2018 Update: Proper Presentation of Financial Statement with Complete Notes and Disclosures**
* **9th Six Sigma and Process Improvement Conference 2018**

**ACADEMIC QUALIFICATIONS**

COLLEGE: **Colegio de la Purisima Concepcion**

* Bachelor of Science in Accountancy
* June 2012 to March 2016
* Graduate, **Cum Laude**
* **PICPA Accounting Excellence Awardee**

HIGH SCHOOL: **Craftsmen Roxas City School for Philippine (2012)**

* June 2010 to March 2012
* 2nd Honorable Mention

 **Capiz National High School**

* June 2008 to March 2010

ELEMENTARY: **Filamer Christian College**

* June 2002 to March 2008

**IT SKILLS**

Microsoft Excel Advanced

Microsoft Powerpoint Advanced

Microsoft Word Advanced

**PERSONAL INFORMATION**

Nationality: Filipino

Gender: Male

 Age: 22

 Civil Status: Single

**References:** To be provided upon request.