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**CARILYN**

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**Professional Summary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Skilled accounting professional with 16+ years of experience in handling overall finance, accounting and administrative functions. Handles more than 60 accounting staff and office staff in different location in the Philippines. Highly analytical, results-driven tax accounting specialist who works quickly and accurately under tight deadlines. Extensive knowledge with different accounting software.Resourceful &effectively maintaining accurate accounting information for large-scale financial organizations. Tax Consultant with a track record of dependability and a reputation for integrity. Ambitious and self-motivated with exceptional research and qualitative abilities. Fiscal budgeting and forecasting expert. Excelling at designing efficient quality control procedures and maintaining sound internal controls. Team-oriented and adept at creating clear and comprehensive financial reports to present to senior management, director and stockholders. Enjoys being part of a dynamic team. Trustworthy person focused on honouring company ethics and preserving confidentiality. Detail-oriented person who consistently exhibits sound judgment when scrutinizing complex financial documents.

**Skills \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Financial reporting specialist
* Fiscal budgeting knowledge
* Tax accounting specialization
* Corporate tax planning knowledge
* Accounting operations professional
* Cash flow analysis
* Superior attention to detail
* Account reconciliation specialist
* Accounting procedures consultant
* Advanced bookkeeping skills
* Self-motivated professional
* Budget analysis
* Quickbooks, Safe, Microsoft Navition, QNE, MYOB

**Work History \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

11/2017 to present **ACCOUNTANT**

06/2017 to 10/2017 **FINANCE MANAGER (PROJECT BASIS)**

Holiday Factory Package Tours LLC

05/2014 to 05/2017 **FINANCE & ADMIN MANAGER**

Joymind International, Inc. dba JM Ocean Avenue

09/2013 to 05/2014 **ASST. FINANCE & ACCOUNTING MANAGER**

RCD Land, Inc.

07/2011to08/2013 **SENIOR ACCOUNTING SUPERVISOR – GENERAL ACCOUNTING & TAXATION**

03/2010 to 05/2011 **SENIOR ACCOUNTANT / FINANCE & ADMIN**

PRIMEFRESH HARVEST, INCORPORATED & Group of Companies (METOLIUS VALLEY, INC., SPERATUS, INC.)

03/2006 to 02/2010 **JUNIOR ACCOUNTANT**

SCENTIMENTALS, INCORPORATED

* **Achievements:**

2007 Core Values Award

02/2003 to 03/2006 **ACCOUNTANT / PURCHASING ASSISTANT / OPERATIONS ASSISTANT**

DANPAUL INDUSTRIES, INC.

06/2000 to 7/2001**CP FINISHER (WORKING STUDENT-PART TIME)**

DUNKIN DONUTS

* **Achievements:**
* Increase the percentage rate in CSG evaluation on May 2001
* Model employee for the month of February to May 2001

**Education \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2002 **Bachelor of Science Major in Accountancy**

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Teresa St., Sta. Mesa, Manila

**Certification** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

01/2015 **Big Picture Thinking**

Success Coach Never Stop Improving

09/2013 **5S Of Good Housekeeping**

Department Of Trade And Industry - Philippine Trade Training Center

08/2013 **Creating Value Through Effective Time Management**

Homesonic Appliance Center

06/2013 **Tax Accountant**

Emelino T. Maestro's National Tax Accountancy Center

04/2013 **A Tool To Cancel 2009, 2010, 2011 BIR ELA; BIR RMO 4-2013**

Emelino T. Maestro's National Tax Accountancy Center

02/2013 **Tax Consultant**

Emelino T. Maestro's National Tax Accountancy Center

05/2012 **Work Life Balance Seminar & Team Building Workshop**

Shine JGNera Training Center

10/2008 **Tax Workshop And Seminar In Republic Act No. 9504 "Withholding Tax And Income Tax Exemption For Minimum Wage Earners"**

Emelino T. Maestro's National Tax Accountancy Center

07/2007 **Seminar In Foundations Of Leadership Excellence Team 82**

Organizational Change Consultants International, Inc*.*