



KIM P. EUPENA



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Daticor, Matiao, City of Mati,
Davao Oriental

EDUCATION

- October 2019 – December 2019
DAVAO ORIENTAL INSTITUTE OF TECHNOLOGY, INC.
Cookery NC II Program
- July 2018 – November 2018
DAVAO ORIENTAL POLYTECHNIC INSTITUTE
RAC Servicing (DomRAC) NC II Program
- October 2013 – June 2018
HOLY CROSS OF DAVAO COLLEGE
BS in Accountancy
- June 2013 – October 2013
DAVAO ORIENTAL STATE UNIVERSITY
BS in Business Administration
Major in Financial Management

SKILLS

Teamwork
Time management
Critical thinking
Computer literacy
Customer satisfaction
Accounting
Knowledge management
Account reconciliation
Analytical and research skills
iACCS literate; GAAMS,
XERO, and Quickbooks Online
oriented
Data analysis

LANGUAGES

Filipino, English, Visayan

PROFILE

A graduate of the accounting profession with combined meaningful years of experience in the cooperative industry and government, specifically in handling accounting and administrative duties.

WORK EXPERIENCE

DAVAO ORIENTAL STATE UNIVERSITY

Accountant II, August 12, 2024 - present

Checks purchase orders for accuracy and completeness, process and checks travel expense vouchers (TEV) for employee's claim, process PHIC and HDMF remittances

PROVINCIAL GOVERNMENT OF DAVAO ORIENTAL

Clerk (Job Order), November 16, 2023 – June 30, 2024

Pre-audit disbursement vouchers before approval and signatory by the chief accountant; process payroll for job orders, process and checks travel expense vouchers (TEV) for employee's claim

NABUNTURAN INTEGRATED COOPERATIVE – Mati Branch

Accounting Clerk, April 12, 2021 – September 17, 2022

Generation of month-end financial statements; reconciliation of general ledger and subsidiary accounts (emphasis on loan receivables, current asset accounts and equity accounts); performs month-end bank reconciliation; monitoring of fixed assets register; provides customer service especially inquiries on membership, loan processing and other miscellaneous matters

TRAININGS / SEMINARS ATTENDED

Technical Training on Financial Accountability, DORSU, August 22, 2024

AI Fundamentals Needed to Stay Relevant in the GenAI and Quantum AI Age
IABAC, August 21, 2024

Ethical Hacker, Cisco Networking Academy, August 20, 2024

Introduction to AI – Understanding The Basics, VAME Philippines, August 17, 2024

Lean Six Sigma White Belt, MF Operational Excellence, August 12 – 14, 2024

Employment Termination: Do's and Dont's, HR Calabarzon Group, Inc, August 10, 2024

Cyber Security Bootcamp, Skillogic, August 7, 2024

Data Analytics Essentials, Cisco Networking Academy, August 5 – 6, 2024

Data Entry Fundamentals and Reporting Techniques Using Microsoft Excel and Google Sheets, Xcel Hub Training Services, August 3 – 4, 2024

Cost Strategies to Improve Profitability, iMA Philippines Chapter, August 3, 2024

Introduction to Data Science, Cisco Networking Academy, August 3, 2024

Cost Strategies to Improve Profitability, IMA Philippines Chapter, August 3, 2024

Capacity Development Activity and Orientation of Supply Officers and Liaison
Provincial General Services Office, PGO Davao Oriental, March 20, 2024



ELIGIBILITIES AND OTHER CERTIFICATIONS

CS Professional Passer
Certified Public Accountant
Xero Advisor
Quickbooks Online Pro Advisor



CHARACTER REFERENCES

ROGGERY C. TIRADO
09754627059 / roggery50@gmail.com
MELBA A. SIALONGA
09356169586 / melbasialonga20@gmail.com
ADRIAN RALPH P. JANCINAL
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