



**ELIGIBILITY:**

Passer of Civil Service Professional Examination last March 12, 2017 (Professional)

**INTERNSHIP:**

Bridge Auxillary Finance Corp. (2017)  
Iba, Zambales (047) 811-3980

**EDUCATIONAL ATTAINMENT:**

**Tertiary Education**

**Ramon Magsaysay Technological University**

Iba, Zambales

Bachelor of Science in Accounting Technology

2014-2017

**Pamantasan ng Lungsod ng Marikina**

Concepcion I, Marikina City

Bachelor of Science in Accountancy

2012-2014

**Secondary Education**

**Northern Zambales College Inc.,**

Inhobol, Zambales

2008-2012

**Elementary Education**

**Sta. Rita Elementary School**

Masinloc, Zambales

2005-2008

**Tapuac Elementary School**

Masinloc, Zambales

2002-2005

**EMPLOYMENT EXPERIENCE:**

**ADA Digital Philippines (former Awake Asia Distribution Philippines)**

Bonifacio Global City, Taguig City

February 2020 - Present

-Accounting Analyst

- Accounts Receivable & Accounts Payable of AAD Malaysia and Singapore
- Processing of Invoices, Billings from suppliers and withdrawals from seller centers
- Preparing Journal Entries and Other Reports (Balance Sheet, Profit & Loss, etc) in Quickbooks
- Preparing Payroll for Philippines
- Monthly Sales report to multiple clients and countries (Singapore, Malaysia, Thailand, Vietnam and Philippines).

**Super Value Inc.**

Bonifacio Global City, Taguig City (SM Aura)

April 2019 – February 2020

-Accounting Assistant

- Auditing Fixed Asset of the store every month
- Auditing Daily Transactions of all the cashiers
- Entering adjusting entries on SAP for daily, weekly, and monthly reports.

**Woolim E&C Ltd. Corporation**

AES Powerplant Expansion Project Bani, Masinloc, Zambales

August 2017 - December 2018

-Accounting Assistant

- Preparing the Contract of Employment of each employee
- Preparing the Payroll and Benefits (SSS, Pag-ibig & Philhealth)
- Preparing the summary of Monthly Payroll and Benefits (SSS, Pag-ibig & Philhealth)
- Preparing the 13th Month Pay of each employee.
- Submitting the Philhealth ER2 for monthly update of Employee's Registrations.
- Preparing and Submitting the SSS Loans of the employees
- Computing the VAT of the company's monthly expenses.
- Acted as an all-around Administrative Staff in Construction Company.

**REFERENCES:**

**Buddy Florendo, CPA**

Commission On Audit

Iba, Zambales

09420729170

**Sheena Eduvane**

Asistant Accounting Analyst

ADA Digital Philippines

09187852004

Ruth Ann S. Ragua