

Accountant
(9 yrs 1 month)

→ Myrino
→



GINALYN C. ALCANTARA

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Mobile No.: +639101708313

7 yrs separated
5m- 8 yrs old

Current Address:

Magallanes St. Cebu City

Permanent Address:

Montesunting, Carmen, Bohol

EDUCATION :

Bachelor of Science in Accountancy

Magna Cum Laude

Mater Dei College, Bohol - 2011

→ 20K, package

- 89 y/o
- 6 nos. Typing!

3/ 98.9%

CAREER PROFILE :

- Detail-oriented, efficient & organized professional with experience in accounting systems
- Highly trustworthy, discreet and ethical.
- Resourceful and effective at multi-tasking.

→ MS. Excel, 9
→ Prefer NS, 1
→ Can work w/ less minimal.

→ QuickBooks.-

EXPERIENCES :

UNIBRU ENTERPRISE, Brunei Darussalam

→ Appliance

Part-time in Restaurant

HANDLE ACCOUNTANT (2012 to December 2016)

- not decided to extend my contract

- Preparing Balance Sheet Report
- Preparing Income Statement Report
- Preparing Bank Reconciliations
- Preparing Monthly Payroll/Salaries of the Sales Agents and all staffs
- Monitoring Daily Sales Transactions and generate detailed reports and graphs
- Preparing and Issuing Check Payments to all suppliers (both Local and Foreign)
- Monitoring/Chasing payment from clients and customers (both Private and Government)
- Entertaining questions, complaints and queries of the customers
- Preparing and summarizing Sales Agents reports and performances
- Monitoring and paying Electricity, Water, Telephone and other bills of the company
- Prepare/Fill Up Sales Invoices, Delivery Orders, Purchase Orders, Customer Service Information Sheet, Inter-company Stock Transfer Forms & Service Reports
- Substitute cashiering

→ 4 yrs

→ Took the Board

→ PRTC,

→ FoxPro, QNE

- NAVision

ALTURAS GROUP OF COMPANIES, Tagbilaran City, Bohol — Malls.

FINANCIAL STATEMENTS AUDITOR (2011 to 2012)

2 yrs - job offer

- Performed full audit cycle including obtaining, analyzing and evaluating accounting documentation, reports and data
- Traveling to different sites, meet the accounting staffs and obtain relevant documents and information necessary for the audit process
- Attending meetings with senior managements and co-auditors to obtain and develop better understanding of the business
- Preparing reports to highlight issues and problems and distributing reports to relevant people
- Making recommendations to management about improving the operational and financial control systems

PHILIPPINE NATIONAL BANK (PNB)

PRACTICUMER

- Assisted customers in opening and closing bank accounts
- Assisted bank personnel's daily transactions

AWARDS/ACHIEVEMENTS :

- First Place, National Academic Competition, Manila, Philippines
- First Place, Cebu Provincial Skills Competition, Cebu, Philippines
- Consistent in 'College Top Lists of Students' from First to Fifth year
- Awarded as Best in Computer (Introduction to ICT with Keyboarding)

PERSONAL PARTICULARS :

Date of Birth : 09/09/88
Weight : 55 kilos
Height : 5'2"
Sex : Female
Civil Status : Separated
National : Filipino
Religion : Roman Catholic
Father's Name: Felix I. Cabahug — Farmer / Mayor official
Mother's Name: Silvina S. Cabahug — HW
Siblings: 3 (youngest)

CHARACTER REFERENCES :

Mr. Frankie Ngu Kie Tung

Director/Owner

Unibru Enterprise, Bandar Seri Begawan, Brunei Darussalam

Tel. No.: +673-223-5566

Ms. Maria Neliza Uy Fuertes, CPA, CIA

Corporate Audit Manager and Compliance Officer

Alturas Group of Companies, Tagbilaran City, Bohol, Philippines

Mobile No.: +639178006795

Mr. Edgardo C. Buhayang, MABM

Chairman, College of Business and Accountancy

Mater Dei College, Tubigon, Bohol, Philippines

Tel. No.: (038) 508-8106