

1/5/2018

AP
Refered by: Arlene Derrubio w/ Flyer

GIDUCOS, RYAN C.
Talima, Lapu Lapu City, 6015 Philippines
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CAREER OBJECTIVES:

To obtain a challenging accounting position in an accounting field that will permit the use of my skills and knowledge to maximize company potential while developing additional knowledge and abilities.

To contribute high quality of output individually and as a team player and interface with complex technical information, having possessed good communication and leadership capabilities, which I know is crucial for the well-being of the management in which I will render my services.

EMPLOYMENT HISTORY:

02/16 - 5/17 **RICOH IMAGING PRODUCTS (PHILS) CORP., MEZ 1, Lapu-Lapu City**
Accounting Staff-Payables

1 year - Aug of urgent

• **Freight & handling and non-trade receivables, Agency and regular payroll**

style w/ 1/10
1-10
Partner

- Recording and allocation of freight and handling charges for all importations and exports shipments
- Preparation of "Due from head office and related companies" reimbursable freight and handling charges as basis for the monthly debit/credit memo
- Coordination with Production Control Department's Import/Export Section for timely submission of forwarder's billing/invoices on import/export charges
- Journalizing and allocation of Agency and Regular employees' payroll cost
- Preparation of debit and credit memos
- Preparation of statement of accounts

• **Statutory Reporting**

debit, credit memo

- **E-filing of monthly remittances to:**
 - BIR-Expanded Withholding Tax (1601E) and Final Tax (1601F)
 - BIR-Vat Returns (2550M)
 - SSS/Pag-ibig/Philhealth
- **Quarterly E-filing and e-submission of the following**
 - BIR-Vat Returns (2550Q)
 - BIR-Summary list of Sales and Purchases
 - BIR-Summary list of Importations
 - List of Regular suppliers
 - Creditable Withholding Tax Certificates (2307)
- **Annual**
 - E-submission of BIR Alphalist of Payees subject to EWT (1604E)

Typing!
25/89.6
Communication:
5/10

salary expectation: 15K/mo
May start ASAP

- **Budgeting**
 - Preparation of annual budget and quarterly updates
 - Coordinates with concerned departments to ensure completeness of items to be included in the periodic budget
 - Conversion of RIMP budget format to RIM format
 - Ensures timely submission of budget
 - Encodes the approved periodic budget to Microsoft Great Plains Dynamics Accounting Software

- **Financial Analysis**
 - Prepare the following financial analysis & variance reports
 - Departmental actual budget variance analysis
 - Analysis of accounts
 - Financial ratio analysis
 - Provides details of accounts to departments for the monthly variance justifications

- **Expanded withholding taxes and employees taxpayer's identification no. (TIN)**
 - Preparation and ensure timely distribution of vendor's periodic certificates of expanded withholding taxes
 - Preparation of annual alphabetical list of payees from whom taxes are withheld
 - Checking of completeness of employee's application for TIN, electronic filing thereof and submission to the Bureau of Internal Revenue (BIR)

- **Allocation of Charges**
 - Preparation of monthly allocation of factory overhead accounts per model, per process using the working minutes data
 - Ensure timely submission of allocated schedule of factory overhead account to the cost accounting group
 - Journalize monthly payroll cost of RIMP employees and agency workers

- **Preparation of Debit/Credit Memo on a timely basis to ensure collection of receivable**

- **Preparation of monthly accruals on utilities, payroll, depreciation, amortization of prepaid expenses and other overhead cost**

After Graduate user to review school

EDUCATION:

- | | |
|-------------|---|
| 2012-2013 | Bachelor of Science in Accountancy
University of Cebu
Cebu City, Philippines |
| 2008 – 2012 | Bachelor of Science in Management Accounting
University of San Carlos
Cebu City, Philippines |

2004 – 2008

**Secondary Education
WITH HIGH HONORS**
Saint Alphonsus Catholic School
Lapu lapu City, Philippines

SKILLS:

Proficiency in the following Computer Applications/Software:

- Word, Excel, PowerPoint
- Microsoft Dynamics Great Plains Accounting Software
- SAP Accounting Software

PERSONAL INFORMATION:

- Date of Birth: February 27, 1992 *25 y/o*
- Nationality: Filipino
- Civil Status: Single

REFERENCES:

Felipe Nillama
AGM-Corporate Management Department
Ricoh Imaging Products (Phil.) Corp.
340-0505

father: teacher
mother: business owner
5th of 7 siblings

Josefa A. Gomez
Manager-Accounting Section
Ricoh Imaging Products (Phil.) Corp.
340-0505

Gil U. Dacuba
Accounting Supervisor
Ricoh Imaging Products (Phil.) Corp.
340-0505

I do hereby certify that all the information as detailed above is true and correct to the best of my knowledge and beliefs.