

January 16, 2020

To The HR Department
iPloy Incorporated
9th Floor, Ayala Center Cebu Tower (ACCT), Cebu Business Park, Cebu City

Greeting!

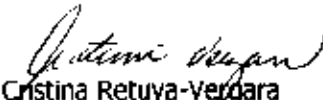
I am writing this letter to express my interest in the Customer Sales Representative position. I have 16 years of Accounting experience and wish to move into a sales role at a prestigious company such as yours. I have many skills from my accounting career that can translate to success in this role.

Although I have been an asset to my prior employer as an accounting manager, I have dealt with many experiences that support common sales skills. I closely monitored the business transaction while managing the accounting team.

From my experiences in accounting field including Managing role, it contribute not only strength in accounting but also the instinct and ability to manage and motivate a team to work towards a common goal.

I believe my background in accounting would provide value for your team by adding another standpoint. I am a fast and enthusiastic learner, ready to become a leader. If you know of a more appropriate position or an opening that has recently been vacated, I would be grateful for your consideration.

Sincerely,


Cristina Retuya-Vergara

CRISTINA RETUYA-VERGARA



Contact: 09193107844
Email: xhstina@yahoo.com.au
Age: 41 years old
Location: TayudConsolacion, Cebu
Availability: Can start immediately
Job Level: Advanced Employee

Civil Status: Married
Religion: Seventh-day Adventist
No of Kids: 4

Work Experience

November 2017 to February 2020 **Accounting Manager**

HighEndFashionJewelryProductionPhils. Inc.

Manufacturing, PEZAregisteredcompany

- Establish and enforce proper accounting methods, policies and principles and managed the department with 3 accounting staff.
- Prepares and presents accounting Process Flow every other week.
- Improve systems and procedures and initiate corrective actions.
- Manage and oversee the daily operations of the accounting department
- Monitors daily the Bank funding different account and currencies.
- Provide weekly bank balances.
- Handled and monitor the business transaction of 4 entities.
- Prepares Financial Statement for the management and government and prepares all necessary report to the Bureau of Internal Revenue in Monthly, quarterly and annual.
- Verifies vouchers, payroll, weekly budget and bookings.
- Coordinate with the bank personnel, external auditors.
- Report directly to the General Manager.

February 2016 to April 2017

Bookkeeper

CommercialReach, Inc

BPO Industry, PEZA registration on processed

- Maintain all books of accounts.
- Prepare Journal Entries
- Summarizes monthly transaction and prepare Management Report, Financial Statement.
- Do bank reconciliation in Peso and foreign currencies.
- Prepare and upload Bank Fund transfer, payment, Payroll, employee monetary benefits via online.
- Monitor Cash in Bank in Peso and Dollar Accounts
- Monitors the daily exchange rate
- Responsible in all disbursements like payables and expenses.
- Prepare checks for bills and payment to suppliers monthly.
- Facilitates payments, done thru proper document processes, like reviewing from PO and Receiving Report versus Delivery Invoice and Sales Invoice.
- Close monitor the unit price of the product in particular supplier.
- Verifies the correctness of the Item actually received in the invoices.
- Prepare the monthly report of withheld taxes to BIR, remittances of premiums and loan to SSS, Pag-ibig and PHIC
- Prepare, updates of employee's record
- Prepare the data and filing of monthly report to BIR like withholding taxes, monthly & quarterly VAT and Income Tax return.
- Handles the payroll and commission distribution via bank fund transfer
- Processes the Tax Clearance certificate from BIR
- Processes the clearances from PEZA under DBO office
- Processes PEZA registration
- Processes VISA of the foreign investor to Bureau of Immigration and grace period application when needed.
- Do the relevant documents reported to SEC like GIS, do the SEC certificate amendments in office address and application of company's business name
- Report Directly to Chief Executive Officer

October - 2014 to March - 2015

General Accountant

Goji Industry Philippines, Corp.,

PEZA registered company

- Preparation of Journal entries from all purchases and Check Disbursement for all Payable.
- Making the monthly summary of sales and journal entries from all international and local creditors.
- Recording and monitoring of all receivables and payable from all creditors and suppliers local, exports and import transaction.
- Monitoring of funds from all Bank Accounts (savings, current and time deposits) and Petty cash fund.
- Preparation of the monthly Bank reconciliation from all Bank Accounts.
- Preparation of Financial Statement monthly in two currency (Yen and Peso).
- Costing of Inventories in production