

**Jessica C.** [REDACTED]



## **PERSONAL SUMMARY**

Having years of experience in financial and audit industry. Possessing the required leadership and dynamism necessary to provide a quality service of the highest order and the efficiency to drive the competitive advantage. Comprehensive knowledge to audit, financial review, banking relationship and its procedures as well as having the ability to aim high, think smart and act fast.

## **CAREER HISTORY**

### **ACCOUNTING MANAGER – [REDACTED] January 2019 – October 2022**

- Identifying the needs of customers and working hard to meet or even exceed them.
- Monitoring customer accounts.
- Maintaining all quality and procedural standards.
- Implementing policies that build trust between the company and its customers.
- Setting objectives and working hard to ensure they are met.
- Identified and communicated accounting, finance, and auditing issues to executives, seniors, and finance managers.
- Organized and maintained financial records, tax preparation, and periodic inspection of accounting books and practices.
- Performed analytical procedures and analyses to detect unusual financial relationships.

### **AUDIT ASSOCIATE [REDACTED] May 2010 – Dec. 2018**

- Carried out detailed financial audits, state compliance audits, and agreed-upon procedures.
- Initiated management representation letter recommendations and draft audit reports for management and executive reviews.
- Developed ideas and implemented strategies to decrease financial waste.
- Ensured efficient use of departmental and company resources.
- Complied at all times with standards and regulations to encourage safe and efficient company operations.
- Ran all audit and accounting reports as required for internal audit procedures.

## **PROFESSIONAL EXPERIENCE**

### Managing

- Possessing the ability to build strong business relationships with individual and corporate clients.
- Able to make effective decisions.
- Having excellent understanding of business operations.
- Having high levels of integrity and honesty.
- Excellent people management skills.
- Monitoring the sale ability and performance of new or existing financial products.
- Working hard to ensure customer satisfaction.
- Comprehensive knowledge of regulatory sector and legal requirements.

Audit

- Planning and directing company financial records and audits
- Building internal audit system and ensuring correct application
- Verifying company records and financial information
- Supporting the accounting and auditing in daily functions
- Prepare reports and statements for reviews.
- Ability to plan and deliver effective strategies.
- Monitoring transactions for accuracy and company compliance.

## KEY COMPETENCIES AND SKILLS

- Strong research and analytical skills
- Advance Knowledge of accounting and auditing process
- Team player
- Familiarity with accounting
- Project planning and time management
- Management Information

## TRAINING AND SEMINARS

- CORPORATE GOVERNANCE & RISK MANAGEMENT  
[REDACTED]  
April 11-12, 2019
- PREPARING COMPLETE FS UNDER PFRS  
[REDACTED]  
FEB. 28 - MAR. 01, 2019
- IFRS UPDATES  
[REDACTED]  
DEC. 01, 2018
- AMLC REGISTRATION & REPORTING GUIDELINES  
[REDACTED]  
OCT. 24, 2018
- ARTIFICIAL INTELLIGENCE IMPACT IN ACCOUNTING AND TAX REFORM  
[REDACTED]  
[REDACTED]  
[REDACTED] - METRO MANILA REGION  
JUNE 23, 2018
- BRIEFING/SEMINAR ON YEAR-END TAX & CORPORATE COMPLIANCE UPDATES AND TRAIN-RA  
10963  
[REDACTED] QUEZON PROVINCE CHAPTER  
FEB. 01, 2018
- PFRS FOR SMEs, TAX REFORM PACKAGE AND TAX UPDATES  
[REDACTED] METRO MANILA WITH QUEZON PROVINCE CHAPTER  
JAN. 06, 2018
- PREPARATION OF FIVE -YEAR STRATEGIC BUSINESS PLAN  
[REDACTED]  
DEC. 15-16-2017

- TAX UPDATES

[REDACTED]

SEPT.30, 2017

- PHILIPPINE FINANCIAL REPORTING STANDARDS

[REDACTED]

MAY 28-29, 2014

- PAS-1 PRESENTATION OF FINANCIAL STATEMENTS
  - PAS-7 STATEMENTS OF CASH FLOWS
  - PAS-19 EMPLOYEE BENEFITS
  - PAS-26 ACCOUNTING AND REPORTING BY RETIREMENT BENEFIT PLANS
  - PAS-16 PLANT PROPERTY AND EQUIPMENT
  - PAS-36 IMPAIRMENT OF ASSETS
  - PAS-10 EVENTS AFTER THE REPORTING PERIOD
  - PAS-12 INCOME TAX
  - PAS-18 REVENUE
  - PAS-24 RELATED PARTY DISCLOSURE
  - PAS-33 EARNINGS PER SHARE
- PICPA-LAGUNA CHAPTER  
JUNE 20,21,2014

#### EDUCATION BACKGROUND

[REDACTED]

Course: Bachelor of Science in Industrial Technology

Year: 2005-2010

#### CHARACTER REFERENCES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]


#### DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Place: Tayabas City

Date: 11-10-2022

Signature

  
Jessica C. [REDACTED]