



JANA FLORES GUADALUPE

BACHELOR of SCIENCE in ACCOUNTANCY

Address: Villa 6, 26A St, Ras Al Khaimah, UAE

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Mobile Number: 054 495 6978

ACCOUNTANT / INTERNAL AUDITOR /HR and ADMIN

Analytical and result oriented professional with 20+ years of proven effectiveness in managing the financial accounting function of the company. Efficient in generating management reports, budgets and forecasts and setting up internal controls. Proficient in accounting programs such as Microsoft Dynamics, QuickBooks and Tally ERP.

CORE COMPETENCIES:

-Internal Audit

-Management Reporting

-Bookkeeping

-Tax Accounting

-Funds Management

-Regulatory compliance

-HR & Admin

PROFESSIONAL EXPERIENCE

BIG BOX Management Consultancy Services

Account Manager (2019 - 2023)

- Proper accounting and documentation of all transactions across all departments
- Timely and accurate preparation of management reports
- Compliance with vat regulations and filing of quarterly VAT returns
- Timely submission of year-end Financial reports for audit purposes & compliance
- Directly reporting to CEO and acting as officer in charge in his absence
- Managing day to day operations of the finance team
- Performing audits and resolving discrepancies
- Ensuring company procedures, policies and regulations are correctly followed and complied with

Balanga Rural Bank, Inc., Philippines

Internal Account Officer (2015 – 2019)

- Reporting to the Board of Directors through the Audit Committee
- Conducted internal audit based on Internal Audit Program
- Oversee and coordinate the implementation of the Compliance Program and educate and update concerned officers and employees regarding compliance matters
- Monthly preparation of financial statements and other reportorial requirements of Central Bank of the Philippines and other regulating bodies
- Responsible for payment of required taxes to the Bureau of Internal Revenue
- Monthly bank reconciliation

FORD ALABANG**Head Office Accounting Staff (2009 - 2015)**

- Preparing financial reports
- Maintaining accurate financial records
- Performing audits and resolving discrepancies
- Ensuring company procedures, policies and regulations are correctly followed and complied with

CONEX (Consolidated Explosives Group Corporation)**Accounting Staff (2003 - 2009)**

- General Ledger postings and statements
- Preparing and maintaining accurate financial records
- Provide accounting and clerical support
- Closing monthly records and reports

GABBY'S MARKETING**Book Keeper (2001-2003)**

- Monitoring the day to day activities in the accounting department and submission of management reports on time.
- Preparing Financial Reports
- Reconciling bank accounts

EDUCATION AND CREDENTIALS**TERTIARY: Tomas Del Rosario College****Balanga City, Bataan, Philippines | 1997 - 2001****BACHELOR of SCIENCE in ACCOUNTANCY**

- Writer at THE GUILDS – the official student publication of TRC (1998 -2001)
- Dean's Lister

SECONDARY: Holy Rosary Parochial Institute**Orani, Bataan, Philippines | 1993 - 1996**

- Consistent Honor Student for four years

I hereby confirm that all the details furnished above are authentic and accurate to the best of my belief.


Jana Flores Guadalupe
Applicant

Dear Sir / Madam ;

Please accept the attached resume as a sign of my deep interest for the vacant position.

As an accounting professional, having 20+ years work experience in accounting and auditing, I have developed a broad skill set in the fields of financial reporting, internal auditing & compliance, tax accounting, HR & administrative functions.

Equipped with these skills, I am confident that i will ensure ideal analysis and organization of your company's financial data. A few of my qualifications for this role include:

- Successfully monitoring and performing all accounting functions.
- Proven success handling Tax accounting and company's ledger.
- Excellent understanding of QuickBooks, Microsoft Dynamics, and Tally ERP.

I would very much welcome the chance to speak with you at greater length about how i could contribute to your company.

Thank you for your time, consideration and forthcoming response.

Sincerely,


JANA FLORES GUADALUPE
Applicant