



ROSE ANN B. GALLARDO

BS ACCOUNTANCY

CONTACT



09380148668



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Sitio Sablayan Panay Capiz

EDUCATION

CONG. RAMON A. ARNALDO HIGH SCHOOL

Brgy. Banica, Roxas City, Capiz

2016 (Graduated Junior High School)

FILAMER CHRISTIAN UNIVERSITY

Roxas Avenue, Roxas City, Capiz

2018 (Graduated Senior High School)

FILAMER CHRISTIAN UNIVERSITY

Roxas Avenue, Roxas City, Capiz

Bachelor of Science in Accountancy

QUALIFICATIONS

- ❖ Computer Literate (MS Excel, word, powerpoint, Sap Business One System, Dealer Information System)
- ❖ Resilient
- ❖ Hardworking
- ❖ Ability to work Independently
- ❖ Adaptability and Flexibility
- ❖ Multitasking
- ❖ Creative Thinking
- ❖ Positive Attitude

Reference

MILDRED BARBA

FINANCE/ADMIN HEAD

LIONS GATE MERCANTILE CORP.

ERNESTO HABULIN

WAREHOUSE IN CHARGE

LIONS GATE MERCANTILE CORP.



SUMMARY

To work in an organization which can provide me with varied opportunities to expand my knowledge and improve my skills and learn and grow while working towards the organizational goals.



WORK EXPERIENCE

LIONS GATE MERCANTILE CORP-SAN MIGUEL BREWERY INC. DEALEAR (2022- Present)

➤ WAREHOUSE ASSISTANT

- *Prepares and conducts Monthly inventory Report, Daily stock and sales Report, incoming and outgoing transactions of goods.
- *Analyze and investigate discrepancies/Variances on actual stocks and corresponding documents.
- *Prepares incident reports for goods classified as Bad Orders for documentation.
- *Provide assistance on checking load in and load out of stocks.
- *Monitors and Input all warehouse Transactions and movement of stocks through Sap Business One System and formulated Excels and monitor clearing accounts. (Inventory Clearing. Stocks borrowed payment, A/R smbi-tss, etc and others .)

WORK EXPOSURE

➤ OFFICE CLERK

- *Provide assistance on office Transactions (Accounts Payable-disbursement vouchers, generate DTR of employees, Reconcile Sales Transactions)
- *Prepare Books/journals (Cash Disbursement Book, Purchase Book and others)
- *Dealer Information System Encoder- Input all sales and warehouse transactions on DIS and generate monthly DIS Report to Territory Sales Supervisor. (Analytics, Outlet daily Sales, Active Outlets, and others.)



SEMINARS

- Code of Ethics and Good Governance
Filamer Christian University 2018
- BOA Update and Code of Ethics Seminar Filamer Christian University 2019
- PICPA Seminar: BOA Updates, Tax Amnesty and Other Updates Island Hotel, Lawaan, Roxas City 2019
- Auditing & Assurance Seminar Roxas City, via Zoom 2020
- Future Accountants as Transformational Leaders Via Zoom 2021
- Forensics Accounting: A Tool for Good Governance Via Zoom 2021



Memberships

- NATIONAL FEDERATION JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS (NFJPIA) Member 2018-2022
- NATIONAL FEDERATION OF JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS REGION VI (NFJPIA-R6) Member 2018-2022
- CAPIZ FEDERATION OF JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS (CFJPIA) Member 2018-2022