



# JANA FLORES GUADALUPE

## BACHELOR of SCIENCE in ACCOUNTANCY

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

**Email Address:** anajana413anajana@gmail.com

**Mobile Number:** 054 495 6978

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### Account & Finance Manager/ Internal Auditor/ Compliance Officer

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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 & Risk Management

-Management Reporting

-Planning & Budgeting

-Tax Accounting

-Funds Management

-Regulatory compliance

-Management & Leadership

-HR & Admin

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#### 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
- Budgeting and Forecasting
- 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
- Forecasting and preparing report & budgets; analyzing variances and initiating corrective actions
- Ensuring that assets are safeguarded by establishing internal controls
- Reviewing contracts and agreements to check adherence with regulations and company policies
- Ensuring company procedures, policies and regulations are correctly followed and complied with
- Compliance with vat regulations and filing of VAT returns

##### **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
- Build a library and conduct regular updates and orientation of the latest issuances, policies, rules and regulations issued by the regulatory institutions
- 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

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**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