

JUDY [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



OBJECTIVE:

To obtain employment with a company that offers a positive atmosphere to learn and to grow professionally and personally.

EDUCATIONAL BACKGROUND

Postgraduate: [REDACTED]
Master in Public Administration
July 2023 - present

Tertiary: [REDACTED]
Bachelor of Science in Business Administration
Major in Financial Management
June 2013 – April 2017

Secondary: [REDACTED]
[REDACTED]
June 2009- March 2013

Primary: [REDACTED]
[REDACTED]
June 2003- April 2009

ELIGIBILITY

Civil Service Professional Passer
Examination Rating: 81.96%
March 18, 2018

WORKING EXPERIENCE

[REDACTED]

Data Encoder/Accounting Staff

August 25, 2017- Present

- Prepare Disbursement Vouchers (DV), Budget Utilization Status (BUS) and Journal Entry Vouchers (JEV) including the corresponding BIR Form 2307
- Preparation of JEV for deposits and collections
- File monthly tax returns per BIR Forms 1600-PT, 1600-VT, 0619E, 1601EQ and 1601C and annual tax returns per BIR Form 0605, 1604E and 1604C
- Review (before Department head) of the generated financial statements
- Reconciliation of records (GL/SL accounts, telecommunication statements and other records)
- Prepare bank reconciliation report for all accounts
- Submission of summary report generated from the feedback form

- Encode data for use in the preparation of the annual corporate budget
- Perform other duties that may be assigned from time to time

TRAININGS AND SEMINARS ATTENDED

Seminar On Tax Updates & Latest Coa Circular

[REDACTED]

September 15, 2023

Webinar on Positive Communication

[REDACTED]

July 27-28, 2022

Updated Guidelines For The Prevention Of Irregular, Unnecessary, Excessive, Extravagant & Unconsonable Expenditures

[REDACTED]

June 09, 2022

COACHING ON NEW FINANCIAL REPORTING FRAMEWORK: PFRS FOR SMALL ENTITIES

[REDACTED]

May 30, 2020

National Certificate III in Bookkeeping

Technical Education and Skills Development Authority

[REDACTED]

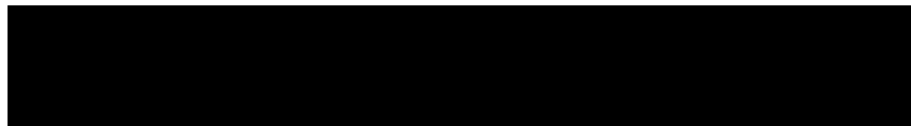
July 19, 2016

PERSONAL INFORMATION

Date of Birth:	[REDACTED]
Age:	27
Place of Birth:	[REDACTED]
Gender:	Female
Status:	Single
Citizenship:	Filipino
Height:	5'3"
Weight:	62 kg

CHARACTER REFERENCES

[REDACTED]



I hereby certify that the above given information is true and correct to the best of my knowledge.

Judy



Applicant