

BABY

Accountant



ABOUT ME

I am highly motivated accountant with experience in different aspect and performing full accounting cycle. I am seeking for an opportunity where I can learn, share and apply my knowledge and skills, and help build a dignified person imperative for the success of the organization.

WORK EXPERIENCE

July
2023

-
Aug
2024

Tax Analyst

- Process Tax Documents, upload them to our company portal and prepare the tax return (1040, 1065, 1120, 1120S, 990 series, 1023)
- Inform the client if additional information is required or send the tax return to a Tax Manager for Review if the tax return is complete
- Respond to Client messages within 24 hours

July
2022

-
June
2023

Sr. Accounting Specialist

- US and ASIA Bank & Tax Set up
- Cash Management & Account Analysis
- Reconciling GL balance and proposed journal entries

May
2019

-
July
2022

Accounting Assistant

- Ensured Compliance with Accounting deadlines
- Accounts Payable processing (End-to-end)
- Filing of Taxes and Payroll Generation
- Preparation of Financial Statements
- Checks preparation for Vendor invoices

May
2018

-
June
2019

Credit and Collection Staff

- Stratify collection activities to maximize cash receipts
- Maintain customer records for the payment status
- Performing account or payment reconciliations
- Responds to credit inquiries from external clients

2017
-
2018

Treasury Staff

 [Redacted]

 [Redacted]

 [Redacted]

 [Redacted]

Education

BSBA Major in Management Accounting

2013 - 2017

Expertise

Microsoft 365

Quickbooks Desktop

SAP ERP

Oracle Java

Xero Accounting

Xero Advisor and Xero

Payroll Certification

Bookkeeping

Financial Statements Reporting

References

