



# REYMIELYN



## OBJECTIVE

- Seeking a challenging career in a well-established organization where I can utilize my knowledge and skills, and put my learnings into practice.
- To be committed in developing my future career path as an accountant.

## EDUCATION

### Bachelor of Science in Accountancy

2013-2017  
Academic Scholar

### Secondary

2009-2013

### Primary

2003-2009  
Salutatorian

## SKILLS

Computer Literate

Written and Verbal Communication Skills

Leadership Skills

Interpersonal Skills

Highly Organized and Efficient

interest to acquire more knowledge

Professional Work Ethic

## SEMINARS

Tax Talks: Ease on Paying Taxes Part 2 & NCR Wage No. 25 : Its Salient Features and Managing Wage Distortion

August 2024

BIR Updates  
2022

## WORK EXPERIENCE

### Financial Management Coordinator

2024 - Present

- Maintain and update financial records (including ledgers, books, journals and aging schedules)
- Process financial transactions (including check preparation, bills payments, invoices and expense reports.
- Generate service invoices
- Manage and ensure timely collections
- Review timesheets and payroll
- Handled petty cash

### Treasury Assistant

2020-2023

- Preparation of daily cash position and collection report
- Preparation of broadcast contracts, billing statements, and official receipts
- Review accounting entries
- Preparation of journal vouchers for correcting entries and other adjustments needed
- Initial bank reconciliation
- Initiate transfer of funds among bank accounts (for cost allocation)
- Assists station admins regarding accounting system related concerns
- Conducted training and orientation sessions for new users on the collection module
- Accountant of company's affiliated subsidiaries

2019- 2020

- Preparation of check vouchers
- Preparation of checks for disbursement
- Preparation and updating of check summary report
- Preparation of daily cash position report
- Handled petty cash

### Account Receivable - Associate

2018- 2019

- Maintain, update and process receivable transactions (including posting of collections, review credit terms and payments, review aging schedules, issuance of new orders, issuance of credit memos and etc.)
- Preparation of CWT (Creditable Withholding Tax) summaries for BIR Compliance

## REFERENCES