**ESTEPHANIE GUIA G. ZILMAR**

**Industry Experience**

Manufacturing

Real Estate

Service Concession

E-Commerce

Media/Entertainment

BPO

Hedge Funds

Banking & Capital Markets

Healthcare

**Functional Experience**

Financial Audit, Agreed-Upon Procedures, and Financial Review

Internal Controls Issue Identification & Remediation

Financial Reporting

Costing

Billing & Collection

Payroll Computation and Statutory Remittance

**Systems Experience**

Bizbox, SAP, MYOB

Microsoft Office

(Word, Excel, PowerPoint)

Lotus Notes

MS Outlook and Lync

**Certification & Accreditation**

Certified Public Accountant

IFRS accredited

**Professional Affiliation**

Philippine Institute of Certified Public Accountants (PICPA)

**Education**

University of the Philippines Visayas Tacloban College

**Personal Details**

Citizenship: Filipino

Gender: Female

Birth date: May 4, 1991

Height: 5’4”

Weight: 118 lbs

CERTIFIED PUBLIC ACCOUNTANT

Block 680A, #09-36, Jurong West Central 1,

Singapore 641680

82804497

zilmar.e.g@gmail.com

**Career Objective:**

To establish a career in a company that will provide a venue for my professional and personal advancement in the field of accounting/finance and at the same time contribute to the achievement of the company’s organizational goals

**Summary of Qualifications:**

* A creative, success-driven Certified Public Accountant (CPA) with almost 3 years of extensive experience in audit and assurance business services from one of the Big 4 Audit firms
* Holder of a bachelor’s degree in Accountancy from the Philippines’ premier state university
* Possesses substantial knowledge on International Financial Reporting Standards (IFRS), International Accounting Standards (IAS), and International Standards on Auditing (ISA) for the performance of financial audit, agreed-upon procedures and analytical review of company financial statements
* Equipped with vital knowledge and experience in dealing with statutory requirements set by the Securities and Exchange Commission (SEC), Bureau of Internal Revenue (BIR) and Board of Investments (BOI)
* Experienced in risk-based audits where understanding/walkthrough of key business processes, identification of business and financial risks, and testing the design and operating effectiveness of relevant controls are performed/documented
* Experienced in private accounting and financial reporting
* Proficient in Microsoft Word, Excel and Powerpoint
* Fluent in verbal and written English and Filipino

**Educational Background, Accomplishments and Awards:**

**University of the Philippines Visayas Tacloban College**

Bachelor of Science in Accountancy, *Class of 2013*

**Christ the King College**

Graduated with High Honors, *Class of 2007*

Recipient of various academic and leadership excellence awards

**Work Qualities:**

- Highly analytical, capable of managing voluminous data and translate them into relevant information useful for decision-making

- Strong leadership skills and a proactive team player

- Flexible and able to work under pressure

- Able to adapt in a dynamic, fast-paced environment

- Focused on continuous professional and personal improvement

- Proven interpersonal and communication skills, having dealt with a diversity of professionals, clients and staff members under various organizational context

**Work Experience:**

* **Mercado General Hospital Sta. Rosa, Inc. (Qualimed Sta. Rosa)**

(A wholly owned subsidiary of **AyalaLand, Inc.**) | Nuvali North, Sta. Rosa, Laguna, Philippines

*Position:***Assistant Director for Accounting** (18 July 2016 to May 31, 2017)

* Prepared the costing calculation for primary services of a start-up 100-bed capacity tertiary hospital, a wholly-owned subsidiary of one of the Top 1000 corporations in the Philippines
* Head of the Accounting Department; Oversees the company’s disbursement and billing functions; reviews the AP/expense transactions
* Prepares the monthly financial reports with corresponding analytics for internal and external reporting (Bureau of Internal Revenue, Securities and Exchange Commission, Board of Investments)
* Prepares the payroll computation of rank & file and confidential-salaried employees; oversees the timely remittance of mandatory deductions
* Directly reports to the Chief Operating Officer (administrative) and the Chief Finance Officer (functional)
* **Sycip Gorres Velayo & Co. (SGV & Co.)**

(A member practice of **Ernst & Young Global**) | 6760 Ayala Avenue, Makati City, Philippines

**Audit Associate – Asia Pacific Talent Hub** (4 September 2015 to 31 March 2016)

* Deployed in the Firm’s division which specializes in the audit of hedge funds, private equity funds, and banking and capital markets
* Worked as a staff in the audit of hedge funds registered with the Cayman Islands and performed substantive procedures and other ad hoc tasks as designed by the audit senior/manager
* Collaborated with the onshore audit team based in Hong Kong/Singapore and liaised with the fund administrators in the conduct of the audit

**Associate In-charge** (1 August 2014 to 3 September 2015)

* Awarded as member of the Top Performing Group of Far East Asia Core Skills II: Intermediate Staff Program, an annual instructor-led training for all experienced staff
* Handled 4 audit engagements composed of 1-3 associates each, designed the nature, timing and extent of the audit procedures, and reviewed the work of associates to ensure completeness, technical accuracy and adequate documentation, with exceptions and differences appropriately addressed
* Performed analytic review of the clients’ operations including understanding of client’s business and industry and critical business processes

**Audit Associate** (4 December 2013 to 31 July 2014)

* Awarded as member of the Top Performing Group of Far East Asia Core Skills I: New Staff Program, an annual instructor-led training for all newly-hired associates
* Worked as a member of the component team in the audit of the Philippine Regional Operating Headquarter (ROHQ) of a multinational company

**Workshops and Trainings Attended:**

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| **2015** | * Introduction to Banking * Philippine IFRS workshop * International GAAP – Revenue | Provisions, Contingent Liabilities and Contingent Assets | Employee Benefits * Industry Briefing – Non-Life Insurance |
| **2014** | * Far East Asia Core Skills II - Intermediate Staff Program * International GAAP – Introduction to IFRS and IASB | Property, Plant and Equipment | Income Taxes and Deferred Taxes | IFRS 3 Business Combinations | Leases | Performance Reporting and Accounting Changes | Forex Accounting and Hyperinflation | Earnings per Share | Related Party Disclosures | Impairment of Assets | Statement of Cash Flows | Inventories and Construction Contracts | * Philippine Basic Taxes and Philippine Reviewing Income Tax Return |
| **2013** | * Far East Asia Core Skills I - New Staff Program * International GAAP – Introduction to Financial Reporting Under IAS 1 |

**References:**

* Personal and professional references will be furnished upon request.