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Diana Rose P, Ramos

☏ *09684006989*

✉ *dianaroseramos15@gmail.com* dianaroseramos15@gmail.com

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# Summary

# I am actively seeking a challenging and rewarding position in the field of accounting and finance, where I can utilize my extensive skill set, knowledge, and professional experience to enhance the financial operations of a reputable organization. I am committed to delivering exceptional results and am eager to embark on a new career opportunity that will enable me to develop and grow professionally while contributing to the success of the company.

# Experience

**AUDIT ANALYST**

– FEB 2022 PRESENT

**KPMG R.G Manabat & Co..**

MAKATI CITY

* Conducting thorough financial analysis to identify potential risks and improve financial operations.
* Developing and implementing effective audit strategies to ensure compliance with regulatory standards and industry best practices.
* Providing recommendations and insights to improve financial performance and reduce risks.

**ACCOUNTING ASSISTANT**

– JULY – DECEMBER 2021

**Walter Mart**

TALAVERA

* Maintaining accurate financial records and ensuring compliance with accounting standards and regulations.
* Preparing and processing financial documents, such as invoices, purchase orders, and payment requests.
* Reconciling bank statements and general ledger accounts to ensure accuracy and completeness of financial records.

**ACCOUNTING RECEIVABLE CLERK & STOCK CLERK**

– JANUARY 2020 – MAY 2021

**Royce Credit and Financial Inc.**

Hermogenes C. Concepcion, Cabanatuan City Nueva Ecija, Philippines

# Highlights

* Ability to conduct detailed financial analysis, identify areas of potential risk, and develop effective audit strategies.
* Excellent communication skills to interact with clients, stakeholders, and management.
* Keen attention to detail and ability to maintain accuracy in financial records
* Staff leadership and development
* Sound knowledge of audit and accounting standards and principles

# Education

**Bachelor of Science in Accountancy:**

*-June 21, 2019*

**Dr. Gloria D. Lacson Foundation Colleges, Inc.** *Nueva Ecija*

**Wesleyan University Philippines:**

*-January 25, 2019*

**Wesleyan University Philippines**,

*Cabanatuan City*

# ORGANIZATIONAL AFFILIATIONS

**National Federation- Junior Philippine Institute of Accountants**

– 2014-2019

**Parish Youth Ministry Former Assistant Youth Coordinator**

- January 2015-March 2022

**Ministry of Lectors and Commentators**

- March 27, 2017