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OBJECTIVES: I would like to utilize my educational qualification, along with professional skills in making proper contribution towards the efficient running of the organization. I offer to perform my duties with proper dedication, honesty and integrity.

1.) **Position** : **ACCOUNTANT (ABROAD)**
Duration : July 11, 2013 - June. 30 2015
Company : AL SHOALA RECRUITMENT & MANPOWER SERVICES
Location : Bu Ashira Manama, Kingdom of Bahrain
Jobs Description :

1. Render daily cash and bank reports, monthly financial statement such as Income Statement, Balance Statement and Cash flows;
2. Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology such as ERP Tally 9;
3. Record all issued cheques, maintain the general ledger;
4. Prepare monthly bank reconciliation;
5. Resolve accounting discrepancies & receive payment by cash or cheques;
6. Record Visa's received from client and arrive candidates;
7. Collection in-charge, disbursing officer and petty cash custodian;
8. Establish tables of accounts, and assign entries to proper accounts;
9. Engage in preparation of Accounts payable & Accounts receivable of clients, suppliers and agents;
10. Maintain the supporting schedules on the financial accounts;
11. Payroll preparation & other employees benefits such as salary leave & indemnity.

2.) **Position** : **PARTIME BOOKKEEPER (LOCAL)**
Duration : August 01, 2012 - MAY 31, 2013 (10 mos.)
Company : GLE MULTI-PURPOSE COOPERATIVE (GLEMPCO) & OTHERS
Location : Mahayag Isabel, Leyte (Philippines)
Jobs Description :

1. Maintain the book of accounts, documents, vouchers, contracts and records of whatever kind pertaining to the business of the Cooperative;
2. Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and subsidiary ledgers;
3. Render monthly reports on the financial condition and operations of the cooperative such as Balance sheet, Income statement and Cash Flows by monthly and annually;
4. Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards;

5. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements such as VAT Summary List of Sales and Purchases (SLSP), Employees compensation & etc.;
6. Establish tables of accounts, and assign entries to proper accounts;
7. Engage in preparation of Accounts payable & Accounts receivable;
8. Maintain the supporting schedules on the financial accounts;
9. Prepare government remittances such as SSS, Phil health & Pag-Ibig.

3.) **Position** : **ACCOUNTANT / LOAN OFFICER / ACCTG. CLERK**
Duration : August 16, 2006 – July 31, 2012 (6 yrs.)
Company : PASAR EMPLOYEES MULTI-PURPOSE COOP. (PEMC)
Location : Libertad Isabel, Leyte (Philippines)
Jobs Description :

1. Render monthly reports on the financial condition and operations of the cooperative such as Balance sheet, Income statement and Cash Flows by monthly and annually;
2. Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards;
3. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements such as VAT Summary List of Sales and Purchases (SLSP), Employees compensation & etc.;
4. Analyze business operations, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice;
5. Maintain the book of accounts, documents, vouchers, contracts and records of whatever kind pertaining to the business of the Cooperative;
6. Engage in preparation of Accounts payable & Accounts receivable;
7. Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and subsidiary ledgers;
8. Maintain the supporting schedules on the financial accounts;
9. Payroll preparation, employee and benefit payments with Individual pay slip
10. Maintain monthly bank reconciliation;
11. Posting various data such as members store cash sales, interest on loan, store payment, member's auto load & etc. for dividend and patronage distribution;
12. Ensure posting and update the daily transaction on store to their respective subsidiary ledger;
13. Examine, evaluate and process the loan applications of borrowers;
14. Prepare aging of accounts on loans & assist during monthly inventory on store;
15. Maintain records of employees attendance, leave and overtime to calculate pay and benefit entitlements;
16. Post & maintain the subsidiary ledgers of savings, loans & capital;
17. Compile the charge invoices, vouchers and other forms of documents in accordance with established procedures and schedules;

4.) **Position** : **ACCOUNTING CLERK / BOOKKEEPER**
Duration : May 16, 2004 - Aug 15, 2006 (2 yrs. & 3 mos.)
Company : SAS Arrastre Services
Location : Brgy. Sto. Niño Isabel, Leyte (Philippines)
Jobs Description :

1. Prepare billing and payroll of Fire Brigade/M.H/SAP/GP & Bagging;
2. Prepare government remittances such as SSS, Phil health & Pag-Ibig;
3. Recording all Books of Accts. Such as; Disbursement Book, Ledger & Cash Receipt;

4. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.

5.) **Position : ACCOUNTING CLERK / SALES CLERK**

Duration : Sep 23, 2003 - May 15, 2004 (7.5 mos.)
 Company : Isabel Petron Gasoline Station
 Location : Brgy. Mahayag Isabel, Leyte (Philippines)

Jobs Description :

1. Prepare statement of account / Billing In-charge;
2. Prepare government remittances such as SSS, Philhealth & Pag-Ibig;
3. Assist bookkeeping jobs and cashiering;
4. Entertain and assist customers;
5. Assist month end inventory.

6.) **Position : ACCOUNTING CLERK**

Duration : Apr 23, 2003 - Jul 31, 2003 (3 mos.)
 Company : Isabel Water District
 Location : Brgy. Sto. Niño Isabel, Leyte (Philippines)

Jobs Description :

1. Prepare check vouchers for account payables to suppliers and others;
2. Petty cash custodian;
3. Engage in preparation and reconciliation of Accounts payable & Accounts receivable;
4. Assist bookkeeping jobs.

SKILLS:

Skills	Yrs. of Experience	Remarks
1. Computer Literate	12 yrs.	MS Word, MS Excel, Microsoft PowerPoint
2. Techworks Accounting System	6 yrs.	JV, Disbursement, Collection, SL, & GL
3. Point on Sales (POS)	3 yrs.	Data of store purchases & sales
4. ERP Tally 9	2 yrs.	Accounting system package

AVAILABLE DOCUMENTS:

PASSPORT:

Number: EB5657220 Expiry Date: June 14, 2017

CPR (BAHRAIN)

Personal no. 800760697 Expiry Date: July 25, 2018

DRIVING LICENSE (BAHRAIN)

License no. 800760697 Expiry Date: February 28, 2020

PERSONAL DATA:

Age : 35
 Date of Birth : July 09, 1980
 Gender : Female
 Civil Status : Married
 Height : 149 cm.
 Weight : 48 kg.
 Nationality : Filipino
 Religion : Roman Catholic
 Home Address : Calubian St., Bilwang Isabel, Leyte 6539

EDUCATION : HIGHEST EDUCATION

Course : **BACHELOR OF SCIENCE IN ACCOUNTANCY (BSA)**
 School/University : WESTERN LEYTE COLLEGE OF ORMOC, INC.
 Location : Bonifacio St., Ormoc City
 Year : March 2002

TRAININGS/SEMINARS:

Date	Topic/Course Title
Nov. 18, 2011– Nov. 20, 2011-	Strategic Planning VICTO National Moussaka Isabel, Leyte
Jun 13, 2011- Jun 14, 2011 -	Financial Mgt. /Policy Dev. /Cooperative Governance & Mgt. Cooperative Development Authority (CDA) Ormoc Superdome, Ormoc City
Jul 27, 2010- Jul 28, 2010 -	Taxation seminars PICPA Ormoc Chapter Ormoc City
Jul 16, 2010- Jul 17, 2010 -	Training for Accreditation of Cooperative External Auditors PICPA Tacloban Chapter & CDA Tacloban Tacloban City
Jun 18, 2010- Jun 19, 2010 -	Cooperative Acctg. In Compliance w/ CDA-BIR Joints rules & regulations Triple Sphere OCCCI Ormoc, City
Apr 27, 2010 -	Regional Cooperative Forum Cooperative Development Authority Tacloban City
Mar 30, 2009- Mar 31, 2009 -	Hardware & Software Maint. Troubleshooting and Networking Training NATCCO Pelaez Cebu City
Jan 21, 2008 -	Financial Management Prov. Cooperative Dev. Council (PCDC) Tacloban City