



# Mary-Ann I. Soliguen, CTT

## Work Experiences

### SyCip Gorres Velayo & Co. (Ernst & Young)

#### Assurance Intern

February - May 2023

Gained experiences in audit substantive procedures such as tracing and vouching journals and source documents, review of BOD minutes of meeting, reconciliation of general ledgers and subsidiary ledgers, and cross-footing and referencing of Financial Statements.

### Design Stainless Steel Project (DSP Doha)

#### Freelance Administrative Assistant

November 2022 - March 2024

Acquired new skills and knowledge in inspection of materials quality, preparation of materials inspection checklists, and bookkeeping such as recording expenses and preparing disbursement reports.

### Rizal Modern Materials

#### Corporate Secretary November

2023 - Present

Gained valuable experiences in processing the Incorporation of a Company and Business Registration, managing Law Compliance and Tax Filing & Compliance, and maintaining Corporate Documents.

## Organizational Affiliations

### JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS - PAMANTASAN NG LUNGSOD NG MAYNILA

Member (2019 - 2023)

Academic Committee (2020-2023)

### STUDENT BODY ORGANIZATION

Treasurer (2016-2017)

P.I.O (2015-2016)

## Certifications

### Certified Tax Technician

Philippine Association of Tax Technician

## Contact

### Phone

+63 950-923-9349

### Email

maisoliguen20@gmail.com

### Address

Manila, Philippines

## Education

### Bachelor of Science in Accountancy

Pamantasan ng Lungsod  
ng Maynila  
Magna Cum Laude  
A.Y. 2019 - 2023

### Accountancy, Business and Management

Wesleyan University -  
Philippines  
With Honors  
A.Y. 2017 - 2019

### Junior High School Primary School

Granary co - Educational  
Institution  
With Honors  
A.Y. 2013 - 2017

## Skills

QuickBooks Proficiency  
Xero Accounting Proficiency  
Microsoft Proficiency  
Tax Expertise

## Reference

**John Miko Acuesta**

Sales Officer

- fam Properties Dubai
- acuesta.johnmiko@gmail.com

**Dante F. Falsado, CPA,  
USA CMA, MBA**

Section Head

- Philippines National Bank
- galileofernand23@gmail.com

**Xyra Jeanne Pineda**

Finance Specialist

- SM Prime Holdings, Inc.
- xyrajeanne@gmail.com

## Academic Achievements

**Rank 6 Top Performer**

Certified Tax Technician June 2024

**Merit Awardee**

College A.Y. 2019 -2023

**Academe's Finest**

College A.Y. 2019-2022

**Stock Trading Competition**

Participant A.Y. 2022-2023

**Accounting-Related Quiz Bees SINAG Cup**

Top 6

A.Y. 2021-2022

**PANDEMONIUM: Turning Chaos into Triumph**

Participant

A.Y. 2021-2022

**THEOMACIA: End Game The Race of Finest**

Top 4

A.Y. 2020 - 2021

**NCR Pasihayon Cup: Origin The Legend of the Masters**

3rd Runner Up

A.Y. 2020 - 2021

**Wheel of Accountants**

1st Runner Up

A.Y. 2020 - 2021

**THEOMACIA ALL in: Battle of Wit and Luck**

2nd Runner Up

A.Y. 2019 - 2020

**Outstanding Academic Performance**

With Honors Senior High School

A.Y. 2016 - 2019

## **Trainings and Seminars**

### **Philippine Tax Updates and Tax Practice**

June 2024

### **Virtual Bookkeeping with Xero and Quickbooks Online**

May 2023

### **The Annual DLSU Accounting Convention for Business Leaders**

March 2023

### **Webinar on Intermediate Accounting (FAR)**

April 2022

### **Financial Perspective Variance Analysis**

April 2022

### **Intermediate and Advance Accounting**

April 2022

### **TaxCession 2021**

April 2021

### **KINAADMAN: A Lecture on Management Services: CVP Analysis**

April 2021

### **PUP iPass Symposium: Philippines Accountancy Student Summit**

March 2021

### **The Annual DLSU Accounting Convention for Business Leaders**

February 2021

### **KICKSTART - Venture into the Accounting Profession, Engage through Career Expedition**

January 2021

### **Microsoft Training by Certified Innovative Educator**

October 2021

### **QUARANTHINK: Webview Series**

June 2020