

ANNA GRACE AMBIL ROJO

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OBJECTIVES

To be a part of a progressive organization where I can indulge and render my capabilities and efficient service to the fullest of my knowledge and abilities for the development of the organization in turn providing me career growth opportunity.

PERSONAL DATA

Sex : Female
Age : 32 years old
Date of Birth : August 16, 1988
Place of Birth: Tigbauan, Iloilo

Civil Status: Single
Nationality : Filipino
Religion : Roman Catholic

EDUCATION

2005 – 2010 BS in Commerce
Major in Business Management
St. Anne College of Iloilo
Molo, Iloilo City

2001-2005 Secondary Education
BARROC NATIONAL HIGH SCHOOL
Brgy. Barroc, Tigbauan, Iloilo

2005 – 2005 BS in Accountancy
St. Anne College of Iloilo
Molo, Iloilo City

1995-2001 Primary Education
BARROC ELEMENTARY SCHOOL
Brgy. Barroc, Tigbauan, Iloilo

SEMINARS ATTENDED

2019 Year-end Essentials Seminar For Philippine Taxpayers

Tax & Accounting Center, Inc.
Green Sun Hotel, 2885 Chino Roces Ave.,
1231 Makati City
December 11, 2019

Be Informed: Keep Up with the Tax Reform

KPMG, R.G. Manabat & Co.
Fairmont, Makati
March 20, 2019

Basic Business Accounting and BIR Compliance for VAT Entity Seminar

Tax & Accounting Center, Inc.
Unit 2309 Cityland 10 Tower 1, H.V. Dela Costa St.
Brgy. Bel-Air Makati City
March 12-13, 2019

Commitment to change: Get on the Train

KPMG, R.G. Manabat & Co.
Dusit Thani, Manila
February 15, 2018

ISO 45001: 2018 Awareness and Standard Interpretation

ESB Training & Business Management Consultancy
HCEN-PH, CEZ, Rosario, Cavite
June 8, 2019

Internal Audit Training

ESB Training & Business Management Consultancy
HCEN-PH, CEZ, Rosario, Cavite
January 31, 2019

Integrated Management System Awareness ISO 9001:2015 & ISO 14001:2015

ESB Training & Business Management Consultancy
HCEN-PH, CEZ, Rosario, Cavite
January 26, 2019

EXPERIENCE

Accounting Specialist

CSB Energy Technology Co., Ltd (Philippines Branch)
Formerly - Hitachi Chemical Energy Technology Co., Ltd
Panorama Compound 7, South Ave., Phase 3,
Cavite Economic Zone, Rosario, Cavite
April 21, 2017 – October 3, 2020

- General accounting management
- Accounting system checking of processed transactions
- Financial management (banking, funding) monitoring
- Government statutory benefits and payroll computation
- Accounts receivable & accounts payable maintenance and monitoring
- Expense report and account reconciliation and monitoring
- Document control and monitoring
- Permits and licenses monitoring
- Monthly closing process
- Internal audit
- Annualization of statutory taxes
- Government statutory reporting
- Inventory overview
- Other yearly requirements
- Audit issues reconciliation
- Reports and other requirements to headquarters

Accounting Staff

Kodachi Seiki Philippines, Inc.
Lot 1 & 3 Blk. 18, Phase 3, Bormaheco Bldg, PEZA Rosario, Cavite
September 26, 2016 – April 10, 2017

- Monthly and annual reports of government remittances
- PEZA & BIR monthly and annual reporting
- Accounts payable voucher, check voucher and check preparation.
- Bookkeeping
- General accounting management
- Audit issues reconciliation
- Inventory auditor

Accounting Clerk

Monde Nissin Corporation
Sacris Road Casuntingan, Mandaue City, Cebu
August 11, 2015 – February 4, 2016

- Accounts receivable maintenance and monitoring
- Collection receipts issuance
- Collection slip preparation and payment posting
- Sales discount issuance on qualified invoices of distributors
- Sales returns & allowances maintenance and monitoring

Office Staff

House Research & Development (S), Pte.Ltd.
Block 3, Cavite Economic Zone II, Gen. Trias, Cavite
July 6, 2011 – June 5, 2015

- Estimation of specifications for Japanese house plans
- Hiragana, Katakana and Kanji/Romanji terms learning
- Accomplishments and mistakes reporting
- Increased productivity, quality, and accuracy of specifications made
- Building house research plans with more passion than the customer himself

Accounting Clerk

St. Anne College of Iloilo

Molo, Iloilo City

April 1, 2010 – March 31, 2011

- Cash Disbursements
- Bills Payment and Bank Transactions
- Bookkeeping
- Inventory management
- Property custodian assistant
- School librarian assistant

Working Student

St. Anne College of Iloilo

Molo, Iloilo City

October 15, 2005 – March 21, 2010

- School president personal assistant.
- Canteen caretaker (Food safety and cleanliness; Income and inventory management)
- Property custodian assistant (Tools, equipments and supplies management)
- School librarian assistant (Library properties maintenance and keeper)
- Hotel receptionist (Room bookings and guests assistance)
- Bookkeeping
- Other duties assigned by the school president and in-charge

SKILLS

- Computer operation (Microsoft Office)
- Typing, Filing & Document Processing
- Preparation of Reports
- General Accounting
- ISO Internal Auditor
- Hardworking and highly responsible

CHARACTER REFERENCE

Atty. Alma E. Natividad, CPA

School President

St. Anne College of Iloilo, Mandurriao, Iloilo

Tel. Nos. (033) 321-0776/321-6192

Catherine Ramirez

Human Resource

Kodachi Seiki Philippines, Inc.

Lot 1 & 3 Blk. 18, Phase 3, Bormaheco Bldg, PEZA Rosario, Cavite

Tel. No. (046) 437-1388

Teresita Espares

HR Specialist

CSB Energy Technology Co., Ltd (Philippines Branch)

Panorama Comp. 7, South Ave. Phase 3, CEZ, Rosario, Cavite

Tel. No. (046) 437-0980