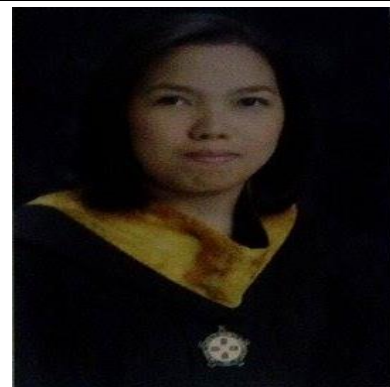


Maria Cecilia O. Toledo

Cogeo Gate 1 Sitio Taguisan Brgy. Bagong Nayon Antipolo City

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Objective:

I am looking forward to a job that fits my capacity and ability as an employee. I want to obtain a work that will boost my potential and accomplish a better relation with my superior and co-workers. I am open for better changes that may occur in my career. I will do my best to ensure that I can give my full potential in my work and express my full capacity as an employee.

Work experience:

OTTO General Merchandise

May 2011 – January 2014

General Accounting / Bookkeeper

Job description:

- Recording sales and purchases per daily sales report and delivery receipt.
- Handling bank reconciliation and financial statement.
- Checking PCF liquidation and determining amount of petty cash fund.
- Doing ITR and Quarterly sales and purchase report for BIR.
- Handling OTTO Franchise payables and receivables.
- Recording of OTTO Franchise sales and purchases.
- Recording of Adjusting entries for the Financial Statement such as transferring of stocks from Warehouse to Store/Franchise.
- Completion of Depreciation Schedule for Stores/Franchise.

JS Philippines Global Corp.

February 2014 – August 2014

Accounting staff

Job description:

- Reconciliation of Actual Sales vs. Actual Inventory.
- Handling and releasing of employees clearances.
- Balancing recorded sales vs. actual sales and inventory monitoring.

Filpride Energy Corporation

September 2014 – June 14, 2015

Retail Admin Assistant

Job description:

- Manpower update and handling station concerns.
- Monitoring of Station PCF, Utilities, and permits.
- Requesting budget for retail operations and technical concerns.
- Interviewing applicants for Station personnels and handling incident reports and admin concerns.

Ipil Logistics International

June 15, 2015 – Mar. 2016

Accountant / Bookkeeper

Job description:

- Daily Australian Bank Reconciliation
- Handling checking of Accounts Receivables of Agents and Tracing floating payments.
- Handling payroll, BIR filing, withholding tax and governmental contributions payments.
- Monitoring of Bank Running balances.
- Updating Check Disbursements.
- Handling Daily Profit and Loss.
- Handling petty cash replenishment

Macro Seven Food Corporation

Mar. 2016 up to the present

Job description:

- Checking of Check Vouchers for Macro Seven and Solid Seaventures.
- Handling Kanzhu and La La Mian Stores concern related to Sales.
- Checking of our Direct Employees payroll every 15/30.
- Prepares Withholding Tax Expanded, Tax Compensation, Input Tax schedules and monitors timely payment.
- Handling Petty cash fund and liquidate in a weekly basis. (Macro Seven and Solid Seaventures).
- Prepares monthly bank reconciliation.
- Prepares Journal Vouchers of Accruals, Prepaid Expenses and input to QB System.
- Prepares schedule of individual employees' payroll for Alpha list (1604CF and 2316) deadline every end of January.
- Prepares schedule of Annual Expanded (1604E) deadline every end of March.
- Prepares Ending Inventory for the year ended Dec. 20__ deadline every end of January.
- Doing Vat Relief (Quarterly) for detailed Sales and Purchases. Deadline every 25th of the following month of the quarter.
- Preparation of GIS yearly. Deadline: 30 days after the Date of the annual meeting.
- Preparation of ITR (Quarterly)
- Preparation of ITR every 15th of April for BIR and Audited FS for SEC submission.
- Conducts monthly audit to store on Food items, Non-food items, Petty Cash, Revolving Fund, Sales Journal and Official Receipt.
- Preparation of documents for capital subscribed stocks or increased capital stocks. (SEC)
- Providing documents for every business permit renewal or other government needed docs.
- In case that the basis for business permit did not match on the previous sales, we need to re-assess the computation of the business permit.
- Preparation of balance sheet (internal) with income statement (monthly and yearly).

- Monitoring of actual call in capital for the stockholders.
- Prepares Monthly Labor Analysis for each store.
- Prepares documents and Other BIR related Tasks i.e. Certificate Of Registrations, POS Permits, and others.
- Checks operating expenses and sales recorded in Quickbooks for the monthly report.
- Checking of Vat Relief, Summary of Withheld and other reports and Writing details in the BIR Journal Book.
- Prepares Profit and Loss for each store.
- Issuance of checks and Updating of Monitoring of Check issued and Checkbook.
- Prepare Summary of Outstanding Checks.
- Preparation of daily cash position.
- Monitoring and identifying of bank passbooks deposits and withdrawals.
- Reliever in printing of checks, doing check vouchers and sales order, monitoring of accounts receivables and sales.

Educational Background:

Elementary level: Saviour School

School year: 1994 – 2002

Secondary level: Roosevelt College Cainta

School year: 2002 – 2006

Collage level: Philippine School of Business Administration (PSBA-QC)

B.S. Accountancy (School year: 2006 – 2010)

Computer Skills: Microsoft Excel, Word, Power point, Accounting system, Quick books Premier and Enterprise 2015

Character References:

Rhealyn M. Santiago
Junior Accountant
09982738251

Maria Jesusa Regalado
Billing Analyst
iMall Antipolo
09224957909

