



Center For Industrial Technology And Enterprise

San Jose, Cebu City Philippines

Tel. No. 346-1611 Fax No. 236-2650

ACCOMPLISHMENT **REPORT**

Diploma in Computer Engineering Technology

S. Y. 2021-2024

Submitted By: Joseph Delostrico

Adviser: Mr. Jorge Larobis

Accounting Office Accomplishment Report

Introduction

Our accounting office plays a pivotal role in maintaining financial integrity and ensuring compliance within our organization.

Experience

Well As of now I don't have personal experiences of accounting office because I just started (OJT) on January 10, 2024 in CITE Technical Institute Inc. , but I can share a fictional account of working in an accounting office:

Working in the accounting office has been a dynamic experience filled with challenges and accomplishments. The constant demand for precision and attention to detail has honed my analytical skills. Collaborating with a dedicated team has not only fostered a sense of camaraderie but also allowed us to achieve remarkable efficiency improvements. This position allows me to gain valuable experience in financial record-keeping, budgeting, and analysis. Additionally, you may develop skills in using accounting software, understanding tax regulations, and creating financial reports, all of which contribute to a strong foundation for a career in accounting or finance.

Financial Reporting

Produced accurate and timely financial reports, enhancing transparency for informed decision-making.

Implemented streamlined reporting processes, reducing turnaround time by 20%.

Compliance

Achieved full compliance with accounting standards and regulations.

Successfully passed external audits, showcasing the office's commitment to financial integrity.

Efficiency Improvements

Implemented an automated invoicing system, reducing manual errors by 15%. Introduced cloud-based collaboration tools, enhancing communication and workflow efficiency.

Cost Savings

Identified and implemented cost-saving measures, resulting in a 10% reduction in departmental expenses.

Implemented strategic vendor negotiations, leading to substantial savings in procurement costs.

Team Achievements

Recognized outstanding team performance through monthly accolades. Conducted regular training sessions, resulting in improved skillsets and teamwork.

Client Satisfaction

Received positive feedback from internal departments for responsive and accurate financial support.External audits highlighted the reliability and accuracy of financial records, enhancing overall satisfaction.

Challenges Overcome

Successfully navigated challenges posed by changing regulatory landscapes.Overcame disruptions with minimal impact on day-to-day operations during unforeseen circumstances.

Future Goals

Strive for continuous improvement through ongoing professional development.Explore innovative technologies to further enhance efficiency and accuracy.

Conclusion

In conclusion, our accounting office's accomplishments reflect a commitment to financial excellence, compliance, and adaptability. The hard work and dedication of our team have positioned us for continued success in meeting the evolving financial needs of our organization.