

# ANNALIZA A. ARANDA

•BOOKKEEPER •ACCOUNTANT •AUDITOR

---

## SKILLS

---

Proficient in MS Excel  
Proficient in Quickbooks  
Proficient in oral and written communication  
Have attention on details  
Good in analyzing and problem solving

## PROFILE

---

- With 7 years of experience in accounting, tax and audit. Looking for an opportunity where these experiences can be used to help the business owners and make the accounting a competitive advantage in the organization.

## EDUCATION

---

BS ACCOUNTANCY  
TAYABAS WESTERN ACADEMY  
2012-2016

## EXPERIENCE

---

**Senior Auditor** (November 2022 to May 2023)  
EY GDS CS PHILIPPINES INC. (ERNST AND YOUNG PHILIPPINES)

- Prepares process workflow of companies in Australia and New Zealand
- Determine what could go wrongs and controls in a company's process.
- Review financial statements through recalculation, tie out of schedules and checking of financial statement disclosures.

## LANGUAGES

---

ENGLISH - INTERMEDIATE  
TAGALOG – NATIVE  
ITALIAN - BASIC

**Senior Audit Associate/Senior Supervisor** (Aug 2016 to Oct2022)  
TOLENTINO-KO PARTNERS AND CO. (ASSURANZCPAS)

- Prepare or review financial statements of clients with different industries such as hospitals, firms, merchandising and manufacturing companies, etc.
- Work on all bookkeeping related jobs.
- Prepare and analyze bank/credit reconciliation
- Reconcile GL and subsidiary ledger
- AR and AP Management
- Process audit. Prepare process workflow
- Onboard new clients. Clean up and catch up books
- Prepare and analyze monthly tax filings in the Philippines
- Prepare and analyze annual US tax filings
- Prepare and review audited financial statements
- Supervise, train and delegate staffs
- Register companies in BIR and SEC

## CONTACTS

---

+639663868178  
anna.aranda0218@gmail.com  
Sariaya, Quezon, Philippines