





RODA JANE C. AUSTRIA, CMA

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(Available upon request)



SUMMARY

A skilled Certified Management Accountant who has an adept exposure in General Accounting where I have huge leadership and decision-making functions. Successful in handling a Regional Finance Head role where I use my efficiency, confidence and quick-witted ability to be able to meet the demands of my position.

WORK EXPERIENCES

Marubun/Arrow (Phils.), Inc. – Japanese/American Electronics Trading Company

- Accounting Head “Acting Country Finance Manager” (February 2018 – August 2019)
 - Supervises whole Finance Department for Philippine Region
 - Prepares annual budget and quarterly forecasts
 - Performs and deals with external auditors for end-to-end annual audit including preparation of Draft Financial Statements
 - Checks, validates and approves payments and receipts done by Accounting Assistants
 - Performs monthly, quarterly and annual closing which includes preparation of all Journal Entries for adjustments in accordance to standards, closing of books and regional reports
 - Prepares Cash Forecast including all treasury functions such as availment of loans, payments and deposits, renewal of credit facilities and etc.)
 - Decision-making responsibilities representing the Philippine region to Management and Directors
 - Reporting and Presenting to Management and Directors
 - Filing of all statutory requirements including all government agencies such as Income Tax Returns, VAT Returns, Withholding Taxes, PEZA Performance Reports, Security and Exchange Commissions and Central Bank of the Philippines Reports and etc.
 - Submission of all company reports to management and regional directors including dividend declarations, performance reports and etc.
 - Performs actual monthly and annual inventory count
 - Submits all local and national government requirements
 - Performs all systems adjustments such as inventory and cost adjustments
 - Assists local HR Department

United Strategic Ventures Kingdom of Bahrain –

- Accounts Executive (October 2015 – November 2017)
 - Responsible for end-to-end Accounting
 - Maintains actual cash flow of the company
 - Making of deposits and withdrawals and communicates directly to banks

- Records day-to-day transactions (payments, receipts, general journals, purchase and sales invoices)
- Handles receivables and payables of the company
- Making of checks, vouchers and quotations
- Performs month-end and year-end closings
- Performs monthly reconciliations
- Reporting to management regarding sales, expenses and over-all status of the company
- Deals with customers, suppliers, office and site employees directly
- Assists in the yearly audit of the company

CORE COMPETENCIES

- Strong analytical and problem-solving skills developed through experience, trainings and education
- Effective leader who is flexible and promotes efficiency, cooperation and transparent working environment
- Proficiency in MS Office Applications and ERP Systems such as Oracle and Focus
- Strong interpersonal and communication skills developed through trainings and exposure from various people such as top management and executives, banks, government agencies and third-party clients.
- Knowledge in Accounting Standards
- Exposure in Trading, Retail and Construction Industry
- Quick-learner with confident attitude and proactive approach to work
- Detail oriented, efficient and able to manage multiple tasks simultaneously

EDUCATION, CERTIFICATION AND DISTINCTION

Tertiary Education: De La Salle University –Dasmariñas

Address: Dasmariñas, Cavite, Philippines

Degree Attained: Bachelor of Science in Business Administration Major in Management Accounting

Year Graduated: April 2015

Secondary and Primary Education: Colegio San Agustin- Biñan

Address: Biñan, Laguna, Philippines

Year Graduated: April 2007 and 2011, respectively

With consistent High Academic Distinctions

- **Certified Management Accountant (exam passer and title holder)**
- **Best Thesis (2015)**
The Effects of Initial Public Offering to the Value of Aboitiz Power Corporation

PERSONAL DATA

Birth Date : March 8, 1995
Nationality : Filipino
Sex : Female
Age : 24 years old
Status : Single

An avid traveler who likes to explore different cultures, traditions and adventures which equip me in dealing with people of different nationalities, characters and positions.

CHARACTER REFERENCES

Annabel Fu

HR Manager

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