**Ana Ma. Gizelle A. Malabanan, CPA**

Blk 1 Lot 8 Ph 1 Love Ave., Olivarez Subdivision, San Vicente, San Pedro City, Laguna

Contact #: +639368144688 or +639332367595

E-mail add: gizelle0030@gmail.com

**WORK EXPERIENCE:**

* **Festival Supermall Inc.**

Festival Mall, Alabang, Muntinlupa City

(Handles New Mall Project located in Cavite, Cebu and Tagaytay)

*Project Accounting Officer*

March 2017 – present

- Preparation of In-house Financial Statement and Statement of Cash Flow to be submitted to Accounting Manager

- Analyze abnormal account balances in I/S and B/S schedules

- Posting JV entries to the General Ledger

- Analyze comparative monthly summary report

*General Accounting Assistant*

Dec 2016 – present

- Assist the Project Accountant in the maintenance of books

- Prepare Request for Payment of intercompany charges

- Prepare JV entries (Lapsing schedules, amortization of prepayments, issuance of supplies, and accrual of expenses)

- Monitor and prepare JV entries for Cash Advance Liquidation

- Prepare Cash Receipts Book and Cash Disbursement Book

- Conducts daily monitoring of collections and disbursement

- Update and analyze monthly Gen. Ledger/SL schedules

- Prepare Bank Reconciliation

- Prepare monthly and annual VAT and Withholding Tax report

- File, safe keep and archive paid and released vouchers

- Organize and keep accounting documents

* **SAN PEDRO COLLEGE OF BUSINESS ADMINISTRATION (Part-time Job)**

KM 30 Old National highway Brgy. Nueva San Pedro Laguna

July 2017 – Dec 2018

*Professor*

* Subject handled Accounting Information System – “SAP Business One” and “Financial Accounting III ”
* **Fresh n’ Famous Food Inc. – Greenwich**

Pavilion Mall, Biñan City, Laguna

Service Crew – Pizza Maker

November 2011 – May 2012

* **First Sumiden Circuit Inc.**

Cabuyao, Laguna

First Visual Inspector

January – April 2011

**EDUCATIONAL BACKGROUND:**

* **Tertiary Education**

San Pedro College of Business Administration

*Bachelor of Science in Accountancy*

June 2012 – March 2016

* **Vocational Course**

San Pedro Manpower Development Institute

*Office Information Technology*

June – October 2011

* **Secondary Education**

St. Paul Montessori School

June 2005 – March 2009

* **Primary Education**

St. Paul Montessori School

June 1999 – March 2005

**SKILLS:**

* Proficient in Microsoft Word, Excel & PowerPoint
* Ability to perform detailed and complex numerical computations and report
* Has knowledge in SAP business one and IFCA accounting system
* With good oral and written communication

**PERSONAL INFORMATION:**

**Date of Birth :** November 30, 1992

**Age :** 26 yrs old

**Gender :** Female

**Height :** 5’3”

**Weight** : 57 kg.

**Nationality :** Filipino

**Mother’s name :** Vilma Alviar Malabanan

**Father’s name :** Arnold B. Malabanan

**AWARDS, RECOGNITION AND AFFILIATION:**

* **Dean’s Lister**

Accountancy Department

San Pedro College of Business Administration

* **Most Proficient Trainee**

Office Information Technology (OIT)

San Pedro Manpower Development Institute

* **1st Honorable Mention**

St. Paul Montessori School

**CHARACTER REFERENCE:**

**Ms. Justin Cecilia A. Granada, CPA**

**+639067167842**

Internal Auditor

The Bellevue Manila

**Mr. Emmanuel S. Varona, CPA**

**+639361962628**

Department head - Accounting

San Pedro College of Business Administration

I hereby certify that the above information is true and correct to the best of my knowledge and belief

Signature