

MARIA ROWENA ODTOHAN - BIJO, CPA

240 Lindaville Subd., Phase 1, Tagbilaran City, Bohol

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**OBJECTIVE**

Seeking a position in a highly reputable Institution wherein my accounting skills and knowledge will be further utilized, developed and enhanced.

**WORK EXPERIENCE**

MindEase Business Solutions, Inc.

Unit 407 Seneca Plaza Bldg.,

1152 E. Rodriguez Sr. Ave., Quezon City

**Team Leader** April – December 2013

*Responsibilities:*

 Provides accounting services to different clients (manufacturing corp., merchandising sole prop., non-stock non-profit religious organization, etc.)

 Verifies and checks the accuracy of the recorded accounting transactions of handled clients prepared by staffs to the QuickBooks accounting software (Sales, Disbursement, Receipts, Journal)

 Generates month-end financial reports (Profit & Loss, Balance Sheet, Cash Flow, Bank Reconciliation) and provides Financial Highlights to clients

 Checks the monthly BIR returns prepared by staffs

 Sees to it that all tasks and deadlines are met on time

 Supervises and gives disciplinary actions to the staffs per company policy

**Accounting Associate** September 2011 – March 2013

*Responsibilities:*

 Records the accounting transactions of handled clients to the QuickBooks accounting software (Sales, Disbursement, Receipts, Journal)

 Checks the accuracy of payroll entries, check request, cash advance liquidation and petty cash replenishment

 Generates month-end financial reports (Profit & Loss, Balance Sheet, Cash Flow, Bank Reconciliation) and provides Financial Highlights to clients

 Prepares monthly, quarterly and annual BIR returns (1601C/ 1601E & MAP/ 1603/ 2551M/ 2550M&Q-VAT Relief/ 1701Q/ 1702Q/ 1604CF/ 1604E/ 0605/ 2000)

 Updates the manual BIR registered books (Sales, CRB, CDB, GJB, GL)

 Prepares schedules to audit of annual financial statements

* Answers client’s queries on their Financial Statements and Highlights

TWA, Inc. (Flying-V)

9th floor, Columbia Towers, Ortigas Ave., Mandaluyong City

**Accounting Assistant** April - September 2011

*Responsibilities:*

 Voucher & Check preparation (check, receipts, and journal)

 Prepares monthly and quarterly BIR returns (1601C/ 1601E/ 2550M&Q/ 1701/2Q)  Prepares Daily and Month-end Cash Report

 Updating Accounts Payable and Receivable subsidiary ledger  Checks the accuracy of cash advance liquidation

 Updating books (CRB, CDB, GJB) and posting to the General Ledger

Yapster e-Trade, Inc.

17th fl., Lepanto Bldg.,

8747 Paseo de Roxas, Makati City

**Accounting Assistant** August 2010 - March 2011

*Responsibilities:*

 Prepares month-end financial statements (Profit & Loss, Balance Sheet, Trial Balance)  Prepares monthly and quarterly BIR returns (1601C/ 1601E/ 2550M&Q/ 1702Q)

 Does the daily cash reconciliation between cash in bank and in the back office application

 Makes weekly reports like stock and cash reconciliation and updating clients' cash balances

 Prepares check voucher & check for client’s withdrawal request and other company disbursements  Records the daily transactions to the books (Sales, CDB, CRB, GJB, GL)

 Posts clients' offline orders, cash and stock adjustments, and cash and stock dividends in the Back Office Application (BOA)

 Issues acknowledgment receipt from initial and/or additional deposit of client(s)  Attends to clients' query and concern regarding their accounts

Summer Job

Auditing Department April 20 - May 25, 2009

Administrative Department April 16 - May 29, 2007

Provincial Accountant’s Office

Capitol Complex, Tagbilaran City, Bohol

On-the-Job Training

FCB Foundation, Inc. April 29 - May 7, 2008

10 Mendoza Street, Tagbilaran City, Bohol

Save ‘n Earn April 14 - 22, 2008

JS Torralba Street, Tagbilaran City, Bohol

**ELIGIBILITY**

Passed the May 2010 CPA Board Examination

**QUALIFICATIONS/SKILLS**

 Specializes in accounting, bookkeeping, taxation and payroll  Proven analytical skills

 Computer literate

 Works with less supervision

 Hardworking, flexible, and can work in a team

**EDUCATIONAL ATTAINMENT** *College*: Cum Laude

Bachelor of Science in Accountancy Holy Name University

Gallares cor. Lesage St., Tagbilaran City, Bohol

**SEMINARS ATTENDED**

**Benchmarking** **&** **Tax** **Update** **Seminar** Bureau of Internal Revenue- RDO 39

7th Flr. Conference Room, BIR Bldg., Quezon Ave., Quezon City

**Tax** **Update** **Seminar/** **Introduction** **of** **NEW** **BIR** **Forms** Bureau of Internal Revenue- RDO 39

7th Flr. Conference Room, BIR Bldg., Quezon Ave., Quezon City

**Company Registration and Reportorial Requirements**

SEC Multi-Purpose Hall, EDSA Mandaluyong, Manila

School Year October 2009

May 29, 2012

December 16, 2011

November 4, 2011

**PERSONAL DETAILS**

Age : Height : Weight :

Language :

26 years old 5’4”

143 lbs.

English, Filipino, Cebuano

Birth date : Civil Status : Religion :

Citizenship :

August 1, 1988 Married

Roman Catholic

Filipino

**CHARACTER REFERENCES**

Norman Rey Guigue, CPA Charmine Dela Cruz

GA Analyst Accounting Associate

Accenture Cebu Mindease Business Solutions, Inc.

09177155280 09067828709

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



**MARIA** **ROWENA** **O. BIJO,** **CPA** Applicant