

# Yna Castel Bonita C. Gutierrez

To acquire additional knowledge as well as to gain expertise in this field, to build up my confidence beyond my comfort zone and to contribute my skills towards my colleagues to help and assist them to the best of my capability.



## Experience

### Elite Resort & Spa

Muharraq, Bahrain

Nov 2022 - Apr 2024

#### Accountant

##### GENERAL CASHIER

- Cash collection from Front office and all F&B outlets
- Cross checking of the actual collection vs Opera report
- Manage all cash related transactions

##### REPORTING

- Prepare & send Daily Management Report
- Download reports from Opera system
  - Trial Balance
  - Market Segment Report
  - Manager Flash
- Prepare & send Daily Banking Report

##### COSTING

- Prepare and compute monthly Food and Beverage Costs Report
  - Enter ending inventory count in Lattice system
- Surprise checking of actual vs recorded count of inventories to tally

##### PAYABLE

- Posting and transferring of invoices from Stock Ledger to Payable Ledger
- Checking of documents per invoice
- Prepare and issue suppliers' cheques
- Post issued cheques in the system
- Maintaining PDC lists

### BiotechJP

#### **Corporation**

Tarlac City, Philippines

Nov 2021 - Sept 2022

#### Accounting Officer

##### RECORD KEEPING

- Record all transactions and maintain all account balances:
  - Revenue and Expenses
  - Receivables and Payables
  - Trial Balance and General Ledger
  - Assets
  - Reconciliation with parent company's balances
  - Bank Reconciliation
- Prepare Monthly Costing and Inventory Report
  - Computation of production costs for each product produced
  - Review and compare actual inventory count vs from books
  - Uploading everyday transactions to Oracle Accounting System

## Contact Information

### Email

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### Address

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### Phone

+973 3439 5144

### Skills

- Knowledge of Accounting Practices
- Microsoft Office . Excel
- Effective written and verbal communication skills
- Ability to perform tasks independently or as a team
- Possess excellent administrative and organizational skills
- Telephone Skills
- Time Management
- IT Skills

### Education

#### **BS Accountancy**

**Tarlac State University**

2009-2016

### REPORTING TO THE MANAGEMENT

- Provide Daily Expense Report
- Provide Financial Statement Monthly & Annually
  - Communicating with external auditors
- Provide monthly Business Report
  - Actual vs. Budget
  - Year on Year
  - Operating Expense
  - Financial Statement breakdowns
  - Financial Risk Report
- Provide 5 year forecast and Mid-year Assessment Report
  - Income and Expense
  - Capital Expenditure
  - Profit and Loss
  - Cashflow

### PAYROLL

- Cross check all filed leave forms and report from HR Department
- Salary computation for all employees
- Payroll crediting
- Prepare employees' payslips

### STATUTORY REPORT

- Prepare, file and pay for all employees' SSS, PHIC, HDMF Contribution and loans, remittances and taxes
- Prepare, file and pay monthly, quarterly and annual taxes of the company
  - Filing of Annual Income Tax Return
  - File monthly income report to PEZA
  - Submission of monthly report to Bangko Sentral ng Pilipinas (BSP) for foreign loans

### FOREIGN TRANSACTION

- Prepare and process payments for local & foreign suppliers
- Prepare and process payments for foreign loan payments

**Association of  
Sugar Planters of  
Central Luzon  
(ASUCAL), Inc.**  
Tarlac City, Philippines  
Oct 2016 . Nov 2021

### Bookkeeper

#### RECORD KEEPING

- Records day to day business transactions from source documents to disbursement vouchers, issuance of receipts, petty cash and non-cash transactions
- Posting of transactions and maintain all Books of Accounts: Cash Disbursement and Cash Receipt Books, Journal Ledger and General Ledger
- Monthly bank reconciliation on all bank accounts

#### REPORTING

- Provide monthly Trial Balances and Annual Financial Statements
- Provide reports for Loan Receivable and Loan Payable Balances
- Interest and loan balances computation
- Provide annual expense budget

#### STATUTORY COMPLIANCES

- BUREAU OF INTERNAL REVENUE (Taxes)
  - File and pay for monthly taxes for employees and Trustees' honoraria
  - Providing for Annual 1601-C of employees and 2307 of the Board of Trustees
  - Balances company's withholding taxes with income
  - Assist on filing Annual ITR
- SECURITIES AND EXCHANGE COMMISSION
  - Submission of Audited Financial Statement
  - Submission of General Information Sheet