

Candidate 19115948

Accountant

SUMMARY

She is a seasoned accounting professional with over 4 years of experience handling Australian clients. She specializes in Australian tax, bookkeeping, payroll, and financial reporting. Her expertise includes preparing individual tax returns (ITR), company tax returns, trust financial statements, and partnership returns. She is proficient in handling BAS, quarterly reports, payroll, and tax compliance, as well as managing complex tasks like Division 7A, UPE (Undistributed Profits), and loan management for directors and Stockholders.

She is also experienced in bank reconciliations, GST reconciliation, and preparing FYI documents. With proficiency in Xero, MYOB, QuickBooks, and other accounting software, she has demonstrated a strong understanding of financial processes, including trust and company tax returns. Her technical expertise and ability to manage a variety of accounting functions make her a valuable asset to any team.

TOOL & SOFTWARE USED

Xero	Reckon	Sprout
Quickbooks	Microsoft Office Suite	Oracle
MYOB	MAS File	Sprout

WORK EXPERIENCE

Intermediate Accountant

Recruitgo Inc. with Australian Accounting Firm - Bedford Partner Pty Ltd

February 2024 – Present

Duties and Responsibilities:

- Australian Bookkeeping, Payroll Preparation, and Payroll Tax
- Preparation of Australian Income Tax Returns for all entity types, including individuals, partnerships, trusts, and companies
- Preparation of BAS (Business Activity Statement) and IAS (Income Activity Statement)
- Preparation of Fringe Benefits Tax Returns
- Processing data and preparing financial statements, including account reconciliations and supporting schedules

AU Tax Accountant

Rathmines Group Inc. with Australian Accounting Firm - Alexander Spencer Pty Ltd

January 2022 – Jan 2024

Duties and Responsibilities:

- Australian Xero bookkeeping and payroll
- Preparation of Financial Statements
- Preparation of Australian Individual Tax Returns and Company Tax Returns for various business types, including Companies, Trusts, and Partnerships
- Handling BAS and IAS lodgment
- Expertise in using MYOB AE, Excel, Microsoft Outlook, QuickBooks, MYOB Account Right, and Xero
- Ability to reconcile Goods and Services Tax (GST) in financial statements
- Completed asset depreciation schedules, franking account reconciliation, and
- Division 7A loan reconciliation workpapers

Accountant

TOA Global Inc.

March 2021 – January 2022

Duties and Responsibilities:

- Xero bookkeeping and payroll
- Preparation of Financial Statements
- Preparation of Australian Individual Tax Returns and Company Tax Returns for various business types, including Companies, Trusts, and Partnerships

College Instructor
University of Cebu
November 2019 - March 2021

Duties and Responsibilities:

- Taught Basic Accounting, Financial Accounting, Managerial Accounting ,Accounting Information System, SAP Business One System and Quickbooks.

Analyst
Mercedes Benz Group Services Philippine
April 2014 - November 2019

Duties and Responsibilities:

- Under Order to Cash-Accounts Receivable process
 - Maintaining customer discounts master data.
 - Preparing daily and monthly reports to the management.
 - Ensures achievement of team's Key Performance Indicator and Targets
 - Successfully migrated a pioneer project in Accounts Receivable. Tasks include manual clearing of customer's accounts and posting of customer's payments to General Ledger and to its specific accounts.
 - Preparing and updating written operating procedures for the new accounting process.
 - Preparing training plan and accounting process trainer
- Under Purchase to Pay-Accounts Payable process
 - Responsible for the delivery of certain task in daily business operations and perform accounting procedures related to transactional accounting such as invoice verification, payment run generation, review and execution.
 - Ensures that all transactions are correctly accounted for and the quality of the output is in compliance with predefined processes and Service level Agreements.
 - Communicating with vendors, business partners and colleagues globally through emails and calls to resolve inquiries and issues
- Under Quality Management and Internal Control process
 - Preparing monthly customer master data audit reports to external business partners

Accounts Payable Specialist
Visayan Electric Co. and Mactan Enerzon
April 2013 - March 2014

Duties and Responsibilities:

- Responsible for posting invoices and expenses in compliance to general accounting principles and company policies and procedures.
- The task includes validation, identification and completeness of required variables

such as approvals, invoice details, cost centers/coding, tax codes, etc. based on standard processes and site specific statutory requirements.

- Coordinated vendors to educate proper handling of disputes identified

College Instructor
University of Cebu
July 2011 - April 2013

Duties and Responsibilities:

- Taught Basic Accounting, Financial Accounting, Financial Management, Taxation and Entrepreneurship

EDUCATION

University of Cebu
Bachelor of Science in Accountancy
March 2011



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