



CLAUDETTE

 [VIDEO INTERVIEW](#)

WORK EXPERIENCE

ACCOUNTANT

ACAY Missions Philippines Inc. | January 2022 - Present (3+ Years)

- Manages full accounting and financial reporting functions, including maintaining computerized accounting systems, account reconciliations, financial statement preparation (PFRS for SMEs), payroll and tax computations, audit and regulatory compliance, budgeting and financial analysis, data migrations, and supervision of associates and interns to ensure accurate reporting and compliance with statutory requirements

ASSOCIATE AUDITOR

Ramon F. Garcia, Companies & CPAs | November 2019 - September 2020 (11 Months)

- Conducted financial and operational audit procedures, assessed internal controls, prepared audit working papers and overall audit memoranda, assisted in financial statement and tax return preparation, supported SEC and BIR filings, and performed tax reconciliations and precomputations for audit clients

ACCOUNTING INTERN

Velasco, Punzalan, Co. & CPAs | April 2017 (Internship)

- Assisted in preparing audit working papers, prepared and filed tax returns, submitted audited financial statements to regulatory agencies, and summarized variable and non-variable expenses for client records

SKILLS/AREAS OF EXPERTISE

- Financial Accounting
- Financial Reporting
- Internal Audit Processes
- Audit Working Papers Preparation
- Financial Statement Preparation (PFRS for SMEs)
- Bank Reconciliation
- Payroll Review & Tax Computation
- Tax Returns & Regulatory Filing (SEC, BIR)
- Financial Analysis & Budgeting
- Compliance & Statutory Law Understanding

TECHNOLOGY

- Microsoft Office
- QuickBooks
- NetSuite

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