

# JUDY ANN ANTONIO

#1830 R.M Deleon St. Dona Maria Subdivision  
Dau, Mabalacat, Pampanga 2010  
Contact No. 0935-095-3241  
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## OBJECTIVE

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Looking for a suitable job where I can utilize my knowledge and skills for the implementation of organizational goals.

## PERSONAL DATA

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Age : 23 years old  
Date of Birth : January 19, 1996

## EDUCATION

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College	:	Holy Angel University Sto. Rosario, Angeles City, Pampanga	2012-2016
Course	:	Bachelor of Science in Accounting Technology	
Secondary	:	Mary Help of Christian School, Inc. Mabiga Mabalacat City, Pampanga	2008-2012

## WORK EXPERIENCES

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### Payroll Master

Charterlink Clark Inc.

Dec. 20, 2018 – Present

- Prepares payroll for 900-1000 employees
- Double checking DTR
- Preparation and distribution of payslips.
- Preparation and submission of reports for SSS, PHIC, HDMF contribution and loan on time.
- Enroll employees to SSS, PHIC , HDMF & BIR to get number if needed.
- Submission of BIR 1601-C
- Preparation and Submission of Annual tax report (1604-CF)
- Computes 13<sup>th</sup> month pay, separation pay & Final pay
- Answer Employee's Questions regarding salary, contributions & loans.
- Upload salary accurately

## **Accounting Officer**

Purepower Ventures Corp.

March 8, 2018 – December 15, 2018

- HR Duties
  - Updating 201 files
  - DTR Checking every cutoff
  - Preparing payroll (earnings and deductions)
  - Updating Compensation Benefits(SSS, Philhealth, Pag-ibig)
  - Preparing and Submission of SSS, Philhealth and Pag-ibig contribution
  - Preparing and Printing of payslips
- Updating and Recording Distributor's File
- Preparing Budget Request
- Preparing Expense Report
- Preparing Purchase Request
- Preparing, recording and checking of Accounts Payable and Receivable
- Invoicing Purchase Order
- Preparing reports for Petty cash

## **Payroll Officer**

Angeles Medical Center, Inc.

July 11, 2016- August 31, 2017

- With experience on preparing the Payroll
  - DTR processing
  - Compute Basic Pay
  - Payroll Adjustments (Earnings/Deductions) if any.
  - Preparation and distribution of Payslips
- Preparing of Income tax return (2316 withholding tax for the employees)
- Register the employees in BIR (1902)
- Updating the employer's status and additional exemptions in employees BIR (2305)
- Preparation and Submission of Annual tax report (1604-CF)
- Can compute 13<sup>th</sup> month pay

## **SKILLS**

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- Oriented in Microsoft Office Applications such as:
  - Microsoft Office Excel
  - Microsoft Office Word
  - Microsoft Office Powerpoint
- Committed to provide a total quality of work
- Dedicated and hardworking individual

## **AFFILIATION**

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- Member, Junior Philippine Institute of Accountants (JPIA)
- Member, National Federation of Junior Philippine Institute of Accountants (NFJPIA)

## SEMINARS ATTENDED

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### **DOLE 3 DAYS SEMINAR: GENERAL LABOR STANDARDS AND OTHER LABOR LAW ISSUANCES**

One-Stop-Shop Center for OFW, Clark Skills & Training Center,  
Jose Abad Santos Ave, Clark Freeport, Pampanga  
July 16-18, 2019

### **29<sup>th</sup>PICPA: Seminar on SSS, Philhealth, Pag-ibig, Dole and Tax Updates.**

Teresa Hall, Angeles City Pampanga  
August 19, 2017

### **Compensation: Computations and Must Know Exemptions.**

Tax and accounting Center Inc.  
September 24, 2016

### Professional Development Workshop **"Impressing at Interviews"**

Holy Angel University  
2016

### Professional Development Workshop **"Resume Tutor"**

Holy Angel University  
2016

### **SAP Business One Training Course**

Holy Angel University  
2015

### **SAP Business One Training Course**

Holy Angel University  
October 2014

## REFERENCES

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### **Gian Catahum, CPA**

College Professor  
Holy Angel University  
09053478625

### **Catherine D. Vargas**

HR Specialist  
Angeles Medical Center  
09269046595

### **Dankan Manalo**

Finance Manager  
Purepower Ventures Corp.  
09552846462

### **Jayson B. Quesada**

Sr. Accountant  
Charterlink Clark Inc.  
09988668519

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

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**JUDY ANN ANTONIO**

