

ABIGAEL TANAP
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OBJECTIVE:

To obtain a challenging position where I can maximize my skills for the betterment of the organization.

EDUCATIONAL BACKGROUND:

Tertiary: **Bachelor of Science Major in Financial and Management Accounting**

University of the Cordilleras

2006-2010

Secondary: La Salette of Roxas

2002-2006

Elementary: Roxas Central School

1996-2002

EXPERIENCES:

FREELANCE BOOKKEEPER at Roxas, Isabela

1. Bookkeeper to **MASTERCRAFT BUILDERS AND GENERAL MERCHANDISE** at Bantug, Roxas, Isabela from Oct.01, 2010 to May 31, 2011
2. Bookkeeper to **722 GENERAL MERCHANDISE** at Bantug, Roxas, Isabela from Oct.01, 2010 to May 31, 2011
3. Bookkeeper to **HADASSAH RESORT** at Munoz East, Roxas, Isabela from Oct.01, 2010 to May 31, 2011

My bookkeeping activity includes:

- Recording their sales
- Computing their taxes monthly, quarterly and annually
- Paying their taxes at the bank
- Arranging and keeping their records

FINANCIAL CLERK to GVA Consultancy Manpower and General Services Inc. in Baguio City from June 1, 2011 to February 29, 2012

- Processing the invoices and freight charges of the supplier to the MOOG system
- Labeling and filing processed invoices and freight charges
- Preparing the withholding taxes of the supplier and forward it to them
- Making inventory of the office supplies and equipment of the company
- Disbursing and preparing checks of the supplier
- Pulling out records when necessary

FREELANCE BOOKKEEPER at Roxas, Isabela

1. Bookkeeper to **VGC WOODEN ARTICLES** at San Juan, Quirino, Isabela from March 01, 2012-December 31, 2012
2. Bookkeeper to **J.M.I.B FARM SUPPLY AND GENERAL MERCHANDISE** at Luna, Burgos, Isabela from March 01, 2012-December 31, 2012

My bookkeeping activity includes:

- Recording their sales
- Computing their taxes monthly, quarterly and annually
- Paying their taxes at the bank
- Arranging and keeping their records

ESL Teacher at CANITALK Academy in Baguio City from January 27, 2013-May 31, 2013

- Teaching TOEIC (Test of English for International Communication) subject.

FINANCE ASSISTANT of GreatBev Inc. Baguio City from July 2013-May 2015

- PCF Custodian
- Inventory Custodian
- PO Coordinator

BOOKKEEPER to CPA MARY JAN MA-AMO BELLO at Roxas, Isabela from June 02, 2015 to February 27, 2016

Responsibilities were to:

- Entered daily sales and customer count sheets
- Processed online transfers and payments
- Responsible for maintaining general ledgers and preparing balance sheet
- Increased efficiency and alleviate workloads by creating a new Excel financial recording system

Masseur at HR Solutions LLC Moscow City from March 08, 2016-February 28, 2017

- responsible for therapeutic massages of soft tissues and joints of clients.
- Proposes client therapy plans
- Providing treatment for medical conditions, injuries and maintenance of the customer
- Helps improving the client's blood circulation, relieving stress, and increase relaxation

Nanny with Maria Podolskaya in Moscow City from March 1, 2017-February 28, 2019

- responsible for keeping the children's areas neat and tidy and doing the children's laundry, in addition to providing attentive, high quality childcare.
- transport children to and from activities, grocery shop for the children and plan the children's daily schedule
- responsible for making sure all assigned areas of the home are clean, neat, and tidy

Owner/Bookkeeper of TANAP BOOKKEEPING, E-SERVICES AND CONSULTANCY from April 29, 2019 up to present

- Responsible for overseeing and leading the work of a group of people in the business
- Responsible to create and maintain budgets of the business.

- Oblige to do the planning and maintaining work systems, procedures, and policies that enable and encourage the optimum performance of my people and other resources.
- Responsibilities as to bookkeeper:** Enter daily sales and customer count sheets; processed online transfers and payments; responsible for maintaining general ledgers and preparing balance sheet; increased efficiency and alleviate workloads by creating a new Excel financial recording system.

SKILLS AND ABILITIES:

- Computer – literate
- Capable of working with Microsoft Word, Excel, PowerPoint
- Capable of Multitasking
- Comprehend English and Filipino communication skill
- Bookkeeping
- Quickbooks Software
- SAP Business One Software

PERSONAL DATA:

Full Name : Abigael Lorilla Tanap
 Father's Name : Villamor P. Tanap
 Mother's Name : Thelma L. Tanap
 Date of Birth: February 01, 1990
 Age: 30
 Civil Status: Single
 Sex: Female
 Nationality: Filipino

Occupation: Retired Fireman
 Occupation: Rev. Collection Officer (BIR)

REFERENCE:

Mary Jan Ma-Amo Bello
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Ailen Javier
 GREATBEV Financial Manager
 +63977 804 0891

I hereby certify that the above information is true and correct based on my knowledge.

ABIGAEL L. TANAP