

RONNA DALE M. AMIGO

CERTIFIED PUBLIC ACCOUNTANT

QUALIFICATIONS

I am a dedicated, detail-oriented and hardworking professional. I exemplify accuracy in my financial reports and bookkeeping.

PROFICIENCIES

- Xero
- Quickbooks
- Microsoft Apps
- Google Drive Apps
- Computer Literate

FIND ME AT:

e-mail: ronna.amigo@gmail.com
phone: +639 23 283 1552

WORK EXPERIENCE

ONLINE SENIOR FINANCE OFFICER

2017 - present

- Experience with Cloud Based Accounting platforms – specifically Xero and Quickbooks
- Recording of transactions from invoices, bills, expenses, reimbursements and receipts
- Monthly Bank Reconciliations
- Importing bank transactions to accounting software
- General Ledger Supervision
- Month-End Adjustment Entries
- Month-End Closing
- Accounts Receivable and Accounts Payable Management
- Payroll Management
- Monitoring of Past Due Invoices
- Chart of Accounts Management
- Review and Analysis of Financial Statement Reports
- Cost Benefit Analysis
- Exposure to other accounting software such as GoCardless, ePDQ, DEKO
- CRM using Salesforce
- Price Analysis
- Material Cost Analysis for manufacturing company

ACCOUNTING SUPERVISOR, GENERAL LEDGER ACCOUNTANT

Del Monte Fresh Produce (Phils.) Inc. | 2017 - 2018

- General Ledger Accountant
- Exposure to Oracle Accounting System
- Month-End Closing Entries
- Amortization and Accrual of Expenses
- Recording of Payroll Entries
- Accounts Receivable Management
- Cash Collections Management
- Monthly Closing of books

QUALITY ASSURANCE AUDITOR

One Network Bank | 2014 - 2016

- Developing and updating audit policies and procedures
- Initiates development and enhancement of audit tools
- Risk Assessment and Management
- Maintains records and database of training programs and Employees Performance Evaluation
- Conducts semi-annual review and quality assurance assessments of audit working papers and compliance of auditors to policies, programs and working paper standards

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WORK EXPERIENCE

BPO FINANCIAL ANALYST

Amicorp Financial Services, Inc | 2013 - 2014

- Analyze and verifies data from online-sourced financial reports
- Validated annual and/or interim financial statements of clients inclined in banking and insurance businesses from both local and foreign institutions
- Publishes analyzed accounts for quality checking of the ratings company prior to online and public viewing

EDUCATION HISTORY

ATENEO DE DAVAO UNIVERSITY

Bachelor of Science in Accountancy | March 2012

E. Jacinto St. Davao City

ACHIEVEMENTS

CERTIFIED PUBLIC ACCOUNTANT

Passed on May 2013

Issued by Professional Regulation Commission

CIVIL SERVICE PROFESSIONAL ELIGIBILITY EXAMINATION

Passed on December 2010

Issued by Civil Service Commission