



ZONIA MAE CUIDNO QUIPOT

ACCOUNTANT | FINANCIAL MANAGER | DATA ANALYST

Address: Windy Hill, Wangal, La Trinidad, Benguet

E-mail: zhaye.1993@gmail.com

Contact Number: +639515427708

LinkedIn: [linked.com/in/zonia-mae-quipot](https://www.linkedin.com/in/zonia-mae-quipot)

Results-driven finance and data analytics professional with specialization in management accounting, tax analysis, start-up accounting, and data analysis whose skills range from data, financial and statistical analysis and modeling to team leadership.

Boasting of 7+ years experience in various industries and sector.

Work Experience

Founder and Consultant

ZMCQ Business Consultancy

Poblacion, La Trinidad, Benguet

January 2018 – Present

Specialization:

- Startup accounting; Tax Analysis, preparation, and filing; Financial Accounting and Analysis; Management Accounting; Data Analytics; Business Registrations; Statistical Computations and Modeling

Clienteles:

- Pre-seed to growth startups; MSME's; Individual Contractees

Administrative Assistant III (Payroll Specialist), Personnel Department

Schools Division of Benguet

Wangal, La Trinidad, Benguet

June 14, 2019 – January 2, 2020

Duties:

- Preparation of GSIS ARA
- Preparation of RPSU Forms for salary integration
- Releasing of payslips and payroll register for SDO employees
- Time-keeping function for field employees of the SDO

Accomplishments:

- Built a database of 4,000+ SDO employees using mySQL for reconciliation of government dues and salaries

Chief Financial Officer

Sociov Coaching Technologies Inc.

Pasig City, Metro Manila

August 2, 2019 – August 31, 2020

Duties:

- Provision of leadership, management, and direction of the company's finance
- Provision of strategic recommendation to the CEO and executive management team on matters regarding Finance
- Management of financial forecasting and budgeting process
- Building the company's financial and accounting system from ground up
- Preparation of the company's monthly financial statements
- Review of all finance and financial-related procedures
- Review of company contracts involving suppliers, customers, employees, shareholders, advisors, and founders

Accomplishments:

- Provided leadership, management, and direction of the company's finance, growing it from nilch to over a million in capitalization in 2 months
- Lead the company's pre-seed Angel Investment Round and created structured financial for company's use in accelerator and incubator programs
- Created and designed company policies and regarding financial transactions and company's internal control
- Created and built the company's accounting system both in Excel and QuickBooks

- Registered the company in the Securities and Exchange Commission as a private corporation

Administrative Assistant III (Sr. Bookkeeper), Accounting Department
 Schools Division of Benguet
 Wangal, La Trinidad, Benguet
 November 27, 2018 – June 13, 2019; January 3, 2020 – January 31, 2021

Duties:

- Preparation of monthly MOOE liquidation reports and procurement forms of schools handled
- Assist in the making of school WFP and PPMP for MOOE and other school allotment
- Preparation of other field reports needed by the Division Office

Accomplishments:

- Designed and implemented an automated, Excel-based Procurement Forms that reduced the procurement process and documentation by 50%
- Designed and implemented an automated, VBA Excel-based Liquidation Forms that reduced the liquidation process and documentation by 60%

SHS Faculty, Basic Education Department
 King's College of the Philippines
 Pico, La Trinidad, Benguet
 July 17, 2017 – November 22, 2018

Duties:

- Teaching of business-related specialized subjects to ABM and GAS SHS students and college students (includes Accounting, Financial Management, Taxation, Economics, and Research)
- Coordination of instruction and teaching methods and strategies to fellow ABM teachers
- Recommendation, together with ABM teachers, possible improvements to ABM instruction
- Accounting Research for ABM Instruction

Accomplishments:

- Designed, coordinated, and implemented ABM instruction resulting to a structured curriculum and seamless transition between subjects
- Coached award-winning students in regional and national competitions
- Designed and implemented automated Excel-based School Forms that saves time encoding and printing grades by 50%

Accounting Analyst, Management Services Group
 Megaworld Corporation
 G. Puyat Ave., Makati City
 June 4, 2014 – June 20, 2017

Duties:

- Accounting process for company's commercial mall and parking establishments in Makati City
- Preparation of financial statements in accordance with GAAP, including accounts receivable, accounts payable, and bank reconciliations
- Analysis of financial statements and variance analyses
- Tax compliance thru E-BIR Forms and EFPS
- Payroll Accounting
- Billing Process for Mall and Parking tenants (includes contract review)
- Processing of Supplier and Contractor Invoices (includes PO/Contract Review)
- Submission of recommendations on possible accounting policies

Accomplishments:

- Designed and implemented an Excel-based Cash Management System that enabled easier tracking of cash flow in the different commercial properties
- Designed and implemented a VBA Excel-based Financial Statement Automation System that lessens the time spent making financial

- statements by half
- Designed and implemented an Excel and Access-based Invoice and Billing Tracker that allows the tracking of the billings and invoices in a click
- Implemented automated tax compliance through EFPS and E-BIR Forms

Education

Certification: Development Academy of the Philippines

Certificate in Data Analytics

Post Graduate: Saint Louis University, Baguio City

MS in Business Administration

Finance and Business Analytics

Tertiary: King's College of the Philippines, Pico, La Trinidad, Benguet

Bachelor of Science in Accountancy

Cum laude Merit Awardee

Certifications

- ❖ Management Accountant
- ❖ Tax Analyst
- ❖ Financial Consultant
- ❖ Data Analyst

Technical Skills

❖ Mathematics and Business

- | | |
|-------------------------------------|--------------------------------|
| ✓ Management Accounting | ✓ Data Analysis and Validation |
| ✓ Corporate Finance | ✓ Budgeting and Forecasting |
| ✓ Tax Analysis and Compliance | ✓ Valuation Models |
| ✓ Financial Analysis | ✓ Risk Assessment |
| ✓ Statistical Analysis and Modeling | ✓ Data Visualization |

❖ Computer Skills

- | | |
|--------------------|------------------------------------|
| ✓ Microsoft Office | ✓ MySQL |
| ✓ Power BI | ✓ Adobe Visualization Applications |
| ✓ SPSS | ✓ Canva |
| ✓ Tableau | |
| ✓ Python | |
| ✓ | |

Personal Skills

- ✓ Excellent written and verbal communication skills
- ✓ Efficient and highly organized
- ✓ Ability to work individually or as a member of a team
- ✓ Proven leadership and motivational skills
- ✓ Ability to analyze problems and come up with possible solutions
- ✓ Motivational Skills and Public Speaking