



# REYNAN C. MURTOS

Certified Public Accountant

## CONTACT DETAILS



0975-594-7131



reynan.murtos@gmail.com



[linkedin.com/in/reynan-c-murtos-cpa-80631a58/](https://www.linkedin.com/in/reynan-c-murtos-cpa-80631a58/)

## EDUCATION

### MASTER IN BUSINESS ADMINISTRATION – FINANCIAL MANAGEMENT

Polytechnic University of the Philippines

November 2016 – September 2020  
*(on process of securing credentials)*

### BACHELOR OF SCIENCE IN ACCOUNTANCY

Polytechnic University of the Philippines

June 2008 – May 2012

## CERTIFICATIONS

### CERTIFIED PUBLIC ACCOUNTANT

Professional Regulations Commission  
November 2012 – present

### BOARD OF ACCOUNTANCY ACCREDITED CPA IN PUBLIC PRACTICE

Professional Regulations Commission  
April 2017 – present

### ACCREDITED TAX PRACTITIONER

Bureau of Internal Revenue  
March 2017 – present

## INDUSTRY EXPOSURE

- Real Estate
- Property Management
- Architectural Firm
- Manufacturing

## QUALIFICATIONS

- A Philippine Certified Public Accountant (CPA) with eight (8) years extensive and in-depth experience in assurance, taxation, financial accounting and reporting;
- Knowledgeable in International Financial Reporting Standards (IFRS), International Accounting Standards (IAS), and Philippine Standards on Auditing (PSA);
- Proficient in the Income Tax, Withholding Tax, Value Added Tax, and other BIR tax computation;
- Well organized and logical thinking decision-maker with an analytical and detailed approach to researching and problem solving;
- Has the management skills and can handle different types of subordinates;
- Proficient in various Microsoft Office applications;
- Proficient in Quickbooks and Xero Accounting System;
- Have good interpersonal skills and has the ability to develop a good client relationship;
- Have a positive performance through knowledge sharing to members of the team; and
- Resourceful, passionate to learn, and willing to listen.

## WORKING EXPERIENCE

### CHIEF – SPPO IMPLEMENTATION AND MONITORING/INSTRUCTOR I

#### POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

June 2021 - present

- Develop financial recommendations, provide budget feedback, and assist leadership in key financial decisions;
- Develop and document business processes and accounting policies to maintain and strengthen internal controls;
- Prepare a project schedule to identify when each task will be performed;
- Attend meetings with partner institutions concerned as instructed by the Director;
- Assist the Director in reviewing project proposal and preparation of activities/tasks and related documents;
- Assist the Director in the implementation and monitoring of each project; and
- Review project reports for endorsement to the Director.

### FINANCE AND ACCOUNTING MANAGER

#### EMAPTA VERSATILE SERVICES INC.

August 2020 – May 2021

- Develop financial recommendations, provide budget feedback, and assist leadership in key financial decisions.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.

- Insurance Brokerage
- Distribution
- Trading and Merchandising
- Logistics/Trucking
- Seller of Construction Equipment
- Import/Export
- Hotels and Restaurants
- Schools and Educational Institutions
- Construction
- E-Commerce

## SKILLS

Accounting	■	■	■	■
Auditing	■	■	■	■
Tax	■	■	■	■
Financial Reporting	■	■	■	■
External Audit	■	■	■	■
Internal Controls	■	■	■	■
Assurance	■	■	■	■
GAAP	■	■	■	■
General Ledger	■	■	■	■
Bank Reconciliation	■	■	■	■
PFRS/IFRS	■	■	■	■
Financial Analysis	■	■	■	■
Syspro	■	■	■	■
Internal Audit	■	■	■	■
QuickBooks	■	■	■	■
Xero	■	■	■	■
Risk Management	■	■	■	■
Management Accounting	■	■	■	■
Tax Advisory	■	■	■	■
Software Implementation	■	■	■	■
Management Consulting	■	■	■	■
Tax Accounting	■	■	■	■
Variance Analysis	■	■	■	■

- Compilation and preparation of monthly, quarterly, and yearly financial statements for internal and external reporting.
- Ensure quality control over financial transactions and financial reporting.
- Complete regular financial analysis, identifying and managing financial risks, completing financial research, performing economic and sales forecasting, analyzing company sales and overall performance.
- Report findings and work with financial and executive staff to make financial decisions.
- Achieve and archive financial objectives by anticipating requirements, submitting information for budget preparation, scheduling expenditures, monitoring cost, and analyzing variances.

## FINANCE AND ACCOUNTING MANAGER

### A-MANAGE CORPORATION

September 2019 – January 2020

- Responsible for running the accounting and financial activities of the company by analyzing economic factors and by providing financial information to other departments and personnel.
- Achieve and archive financial objectives by anticipating requirements, submit information for budget preparation, schedule expenditures, monitoring cost, and analyzing variances.
- Ensures that bookkeeping is proper and follows internal process flow for approval and validation by overseeing accomplishment.
- Compilation and preparation of monthly, quarterly, and yearly financial statements for internal and external reporting.
- Maintain accounting controls by guiding of accounting subordinates in answering queries, professionalizing coordination internal and external, and reconciling financial discrepancies by collecting and analyzing account information.
- Examine financial records to check for accuracy, responding to financial inquiries by gathering and interpreting data, and conducting internal audits.
- Delegate, supervise, and participate in accounting department tasks, oversee recording, tracking, and reporting of financial information.
- Develop and implement department controls and procedures, and ensure that the department operates efficiently without sacrificing accuracy.

## PART-TIME INSTRUCTOR

### POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

June 2017 – June 2021

- Teach undergraduate students in a specific field of expertise.
- Develop and manage the class syllabus and ensuring that the syllabus meets department and college standards.
- Plan and create lectures, in-class discussions, and assignments.
- Assess and grade assigned papers, quizzes, and exams.
- Assess students based on participation, performance in class, assignments, and examinations.
- Report student learning outcomes, class reviews, and analyze student data.
- Collaborate with other faculty members on course curriculum.
- Advise students on how to be successful and achieve goals.
- Stay updated on innovations and changes within the course field.

## MANAGER – ASSURANCE, ADVISORY AND BUSINESS PREPROCESSING

### ISAGANI G. DOMINGUEZ AND ASSOCIATES

July 2017 – June 2019

- Build and manage client relationships and deliver assurance and advisory services that exceed client expectations.

Managerial Finance	■	■	■	■
Due Diligence	■	■	■	■
Tax Returns Preparation	■	■	■	■
SEC Filings	■	■	■	■
Corporate Tax	■	■	■	■
Consolidation	■	■	■	■
Microsoft Application	■	■	■	■
Communication	■	■	■	■
Organization	■	■	■	■
Due Care	■	■	■	■
Integrity	■	■	■	■
Leadership	■	■	■	■
Objectivity	■	■	■	■
Behavior	■	■	■	■
Team Player	■	■	■	■
Creativity	■	■	■	■
Social	■	■	■	■

- Supervise, lead and manage engagement teams in the planning, execution, and delivery of assurance and advisory services for diverse clients.
- Retain, develop and guide client service team members by providing effective performance feedback and ensuring team responsibilities are consistent with skills and developmental goals.
- Manage and achieve team and individual budgets and business plan/performance objectives.
- Provide management over a portfolio of clients and deliver high quality services, including preparing and reviewing audit plans and work.
- Develop ways to meet client needs by understanding their business and the key risks.
- Address problems and develop solutions to avoid recurrence.
- Coach, train and develop auditing staff to upgrade their knowledge.

### SENIOR ASSOCIATE

#### ISAGANI G. DOMINGUEZ AND ASSOCIATES

July 2013 – June 2017

- Execute the day-to-day activities of audit engagements of various clients.
- Identify and communicate accounting and auditing matters to co-senior associates, managers, and partners as well as technical matters to both clients and upper management.
- Interact with clients to help ensure the information flow from the client to the audit team is efficient, serving as a liaison between clients and upper management.
- Assign associates to clients and supervise them in completing the projects while complying with established policies and procedures.
- Provide tax compliance and advisory services for a variety of clients from various industries.
- Review tax returns prepared by associates (such as VAT, Withholding Taxes and Income Tax) and prepare tax supporting documents.
- Advise clients on the latest BIR updates and requirements including other general tax issues and concerns.
- Prepare detailed financial reports with supporting schedules either in accordance with the generally-accepted accounting standards or in formats useful for management’s decision-making purposes.

### ASSOCIATE

#### ISAGANI G. DOMINGUEZ AND ASSOCIATES

June 2012 – June 2013

- Assist in carrying out quality audit, accounting and tax services and other assurance services to clients in multiple industries.
- Help clients in setting up chart of accounts, book of accounts, internal control procedures and work flows.
- Record financial transactions in the client’s accounting system.
- Prepare financial reports in accordance with accounting standards such as PFRS.
- Perform audit procedures of the financial documents and related data.
- Conduct special accounting tasks for clients such as cash/physical inventory counts, preparation of special accounting and audit reports, and comparative financial analysis.
- Conduct training for the implementation of each module of Quickbooks software.
- Prepare monthly payroll and periodic tax returns (income tax, value-added tax, percentage tax, withholding tax on compensation, expanded withholding taxes and creditable withholding taxes withheld).