

# MARIE JOY KAHULUGAN

ACCOUNTANT

## OBJECTIVE

An accountant seeking to employ knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills expertise.

## AREAS OF EXPERTISE

- Sound knowledge in Accounting management
- Experience in both system and process migration.
- Able to communicate in English and Filipino effectively both written and oral.
- Computer literate-knowledgeable in Microsoft Office applications and accounting software such as Bizbox.

## PERSONAL SKILLS

- Self motivation
- Team player
- Attention to details
- Can work under pressure
- Ability to manage deadlines

## CONTACT INFO

Address: 1343 Heroes Del 96 Caloocan  
City, Philippines 1400  
Email: brilliantjoy11@gmail.com  
LinkedIn:/mjkahulugan

## WORK EXPERIENCE

### ACCOUNTING ASSOCIATE

Oracle Petroleum Corporation | Nov 2015 - present

- Handles preparation of checks and other related transactions related to disbursement.
- Ensure that operating expenses are properly recorded and in accordance with company policies and accounting principles.
- Prepares computation of payroll and government remittances that complies with regulatory bodies.
- Computes commission given to sales agents and other incentives.
- Prepares journal entries for adjustments and accrual to report expenses and come up with accurate P&L reports.
- Maintains amortization schedule of balances and subsidiary ledger.
- Prepares bank reconciliation and other booking entries related to inflows & outflows of cash.
- Handles filing of tax returns in accordance with government regulations.
- Prepares documents and reports for annual reportorial requirements in SEC.
- Handling large amount of cash
- Ensuring that all deadlines set by the managements are met on monthly basis.

## ACADEMIC HISTORY

### AMA UNIVERSITY

Bachelor of Science in Accountancy | June 2012 -  
May 2015

### AMA COMPUTER LEARNING CENTER

Computer Based Accountancy | Jun 2010- May 2012

Dean's Lister Awardee

## WORK REFERENCES

Edison T, Noviza, CPA  
Oracle petroleum Corporation

Sergio B. Bainco, CPA  
AMA University