



## JOEVAL A. FERDIZ

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### OBJECTIVE

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

### EDUCATION

#### BACHELOR OF SCIENCE IN ACCOUNTANCY

Garcia College of Technology  
Kalibo, Aklan  
Graduated 2009

### TRAINING ATTENDED

- VBA Macro Excel - Mapua University (November 9 to 23, 2019)
- Expanded Withholding Tax TaxED-Reyes Tacandong & Co. (June 26, 2019)
- Reorientation Seminar on Financial Management Implementation of World Bank Funded Projects – Department of Environment and Natural Resources (June 14-16 2011)
- Document Action Tracking System (DATS) - Department of Environment and Natural Resources (June 29, 2012)
- Civic Welfare Training Services (CWTS) – Garcia College of Technology – (March 25, 2006)

### SKILLS

- Mastery of Computer Applications like Microsoft Office programs, office 365, SAP business one, Microsoft Dynamics NAV, VBA Macro
- Excellent research & financial analysis abilities
- Supervisory Skills like oral and written communications, Decision-making, Adaptability, Time management, Conflict resolution, Cooperation & Mentorship.
- Strong technical accounting skills
- like Strong written and oral communication, Organization and attention to detail, Analytical and problem-solving skills, Reliability and Trustworthiness, Systems analysis, Mathematical and deductive reasoning, Critical thinking & Active learning.

## **WORK EXPERIENCE**

### **ACCOUNTING ANALYST / TAX SUPERVISOR**

Forest Lake Development, Inc. (Parañaque)

August 2015 – present

- In charge in preparation of financial statements
- Supervise subordinates as to tax compliance & accounting matters.
- Train staff of duties and responsibilities as to procedures and other matters.
- Ensure that all transactions are properly and reported to higher management.
- Appointed as a focal person for accounting system migration.
- Initiate analyses of all accounting systems and procedures.
- Plan and deploy proactive accounting systems in sales and marketing departments.
- Analyze, initiate, and implement best practices and procedures in the accounting department, Budget and other department.
- Prepares bank reconciliation statements, intercompany reconciliations, account reconciliations, financial reports, budgeting procedures and other related accounting tasks
- Establish accounting controls to generate various financial reports.
- Conduct internal control for compliance of accounting procedures.
- Participate in budget deliberations & planning.

### **ACCOUNTING ASSISTANT**

TJ Enterprises, Inc. -Agriculture Company (Las Pinas)

July 2013 – May 2015

- Assists the accounting manager / supervisor in the preparation and analysis of financial reports.
- Ensures that all accounts are uploaded and accurate particularly accounts payable ledger.
- Maintains confidentiality of important transactions and documents.
- Conduct Inventory counts of medicines, swine, and other farm animals.
- Inspection of daily produced in farms and mortality counts farm animals
- Inspection of purchases and inventories.
- Conduct counts or estimates of daily produce of feeds and other consumables.
- Check compliance of with farm procedures.

### **FINANCIAL ANALYST**

Finance Division, DENR (National Capital Region)

May 2011 – December 2012

- Handled financial management of the government project.
- Monitoring of the project disbursements by funding source and by major activity.
- Reviewed, processed, and analyzed project expenditures in accordance with the appropriate categories per component, fund source and financing ratio.
- Regularly prepared the statement of expenditures as required by the financing institution.
- Prepared regularly comprehensive status of project funds (allotment, obligation, funding checks & disbursements).
- Prepared budgets reports.

## RECORD ASSISTANT

Office of the Resident Auditors, DENR (National Capital Region)

May 2009 – May 2011

- Aid the records management and staff in managing office records.
- Compile, gather and organize reports, documents, and records.
- Keep records in a safe and secure manner under lock and key
- Prepares audit materials
- Assist in preparation of audit working papers and other task need by auditors
- Ensure access to records with permission to authorized personnel.
- Make available of all records for viewing and processing for the concerned personnel.
- Coordinate with other departments in maintaining and managing records, reports, and documents
- Maintain and update records, reports, and documents in a database.