

---

# Jalique P. Plurad

Bangued, Abra, Philippines

Phone: +63- 916- 760- 3292

E- mail: jaliqueplurad0213@gmail.com

Website: [www.linkedin.com/in/jalique-plurad-976827173](http://www.linkedin.com/in/jalique-plurad-976827173)

## Objectives

Tax compliance officer with demonstrated experience in assisting individuals or organizations in tax planning and/or compliance. Looking to apply my 2 years and 5 months of experience at Bureau of Internal Revenue, to help clients (individual or non- individual) in maintaining books of account and ensuring accurate and timely compliance to tax requirements.

## Education

### **Bachelor of Science in Accountancy** (2011- 2017)

Saint Louis University, Baguio City, Philippines

### **Bachelor of Science in Management Accounting** (2011- 2015)

Saint Louis University, Baguio City, Philippines

### **Associate in Accounting Technology** (2011- 2014)

Saint Louis University, Baguio City, Philippines

Dean' s Lister

### **Accounting** (August 2013- January 2014)

Jinan University, Guangzhou, Guangdong, China

Foreign Student Exchange Program (20 units enrolled)

### **Secondary Level** (2007- 2011)

Holy Spirit Academy of Bangued, Bangued, Abra, Philippines

1<sup>st</sup> Honorable Mention

### **Elementary Level** (2001- 2007)

Holy Spirit Academy of Bangued, Bangued, Abra, Philippines

With Honors



---

## Experience

### Revenue Officer – Compliance Section (October 2019 – Present)

#### Bureau of Internal Revenue (Revenue District No. 7 – Bangued, Abra)

Provides information to taxpayers on the latest rules and regulations issued by the BIR.

Reminds taxpayers of their tax obligations/requirements.

Assists taxpayers in filling of tax returns and payment of taxes.

Conducts field operations to identify potential taxpayers and ascertain their compliance with the requirements of internal revenue laws and regulations.

Verification of taxpayer's compliance.

### Accounting Assistant (May 2019 – September 2019)

#### BDO Unibank, Inc. (Abra- Bangued Branch)

Encoding of accounting entries in the General Ledger System.

Generation of accounting reports.

Ensures completeness of checks sent out for clearing.

Reconciling invoices.

## Eligibility

### Career Service (Professional Level)

Taken: August 2018, Baguio City

Rating: 83.31%

## Skills

Data entry

Time management

Written and verbal communication skills

Using spreadsheet tools

Numeracy and math skills

Critical thinking and organization skills

Attention to details

