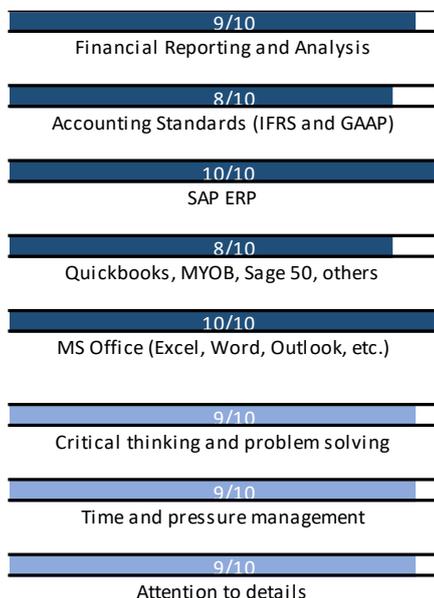


Mispah Joy Panelo

A C C O U N T A N T

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SKILLS



EDUCATION

Bachelor of Science in Accountancy

CUM LAUDE

University of the Cordilleras
Baguio City, Philippines
2010-2013

Highschool Diploma

CLASS VALEDICTORIAN

San Alberto Magno Academy
La Union, Philippines
2006 - 2010

Primary Education

St. Isidore School
2000-2006

ABOUT ME

Dedicated accounting professional with proven experience in financial accounting, auditing, reporting and process reviews.

Well-versed in producing accurate financial reports, evaluating process controls and handling month- and year-end closings, upholding strict compliance of business to industry requirements. Well-organized, proactive and adaptable to changing markets.

✓ Certified Public Accountant (CPA) - passed October 2014, Philippines

EXPERIENCE

Finance Officer

CLSA Exchange Capital, Inc. / Philippines

February 8, 2021 to Present

- Prepares accurate financial statements monthly and annually
- Conducts detailed analysis of company financial information
- Monitoring vendor payables and client receivables
- Financial closing process: reconciliations, tax calculations
- Works closely with audit team to prepare accounts and documentation as well as conduct audits according to all regulatory requirements.
- Uphold strict regulatory compliance and accurate filings
- identify cost reduction initiatives and process improvements
- Provide financial expertise to departments as needed

Finance Officer

Maybank ATR Kim Eng Securities, Inc. / Philippines

February 1, 2018 to February 4, 2021

- Section head for finance statutory reporting
- Performed daily accounting tasks; month-end and year-end closing procedures, account reconciliations
- Preparation and timely submission of Financial Statements and reporting packages
- Compliance to reporting requirements of the different government agencies,
- Assisted in Management Information System (MIS) reporting
- Support team leaders to define standards, policies and procedures to meet company revenue goals.

Accounting Head

Yuanta Savings Bank Philippines, Inc / Philippines

March 8 2017 to January 31, 2018

- Oversaw team of four (4) accounting staff.
- Improved accuracy and completeness of financial records.
- Helped implement new accounting system.
- Reconciled accounts and monthly closure procedures.
- Performed reviews of business operational trends and expected obligations to prepare accurate forecasts.
- Strict compliance to weekly, monthly, and quarterly financial reports requirements for banks

CHARACTER REFERENCES

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*Available upon request

- Completed year-end closing processes with external auditors including submission and filing of financial statements and annual tax return

Finance Manager

Prime Support Services, Inc / Philippines

June 1, 2016 to February 24, 2017

- Monitored daily accounting activities various properties managed by the entity
- Performed month end closing process and prepared monthly Interim Financial Statements
- Coordinating with the external auditors for the completion of audited annual financial reports
- Analyzed financial statements against budget to prepare high-level variance analysis and presented results to Board of Trustees
- Executed vendor setup and payment, administration of bank accounts and account reconciliations.

Audit Associate

SGV and Co. (EY Philippines) / Philippines

December 2014 to May 2016

- Audited annual, semi-annual and quarterly reports of various clients from different industries
- Prepared working papers, reports and supporting documentation for audit findings.
- Supervised and guided new associates by reviewing their working papers and documentations
- Interacted with key client management to gather information, resolve audit-related problems and make recommendations for business and process improvements.
- Conducted thorough and high level review of client's financial statements

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