

PRINCESS MAANN DUEÑAS PANGILINAN

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OBJECTIVE

To find a challenging job where I can apply my theoretical knowledge and enrich my accounting experience.

WORK EXPERIENCE

03/2015 - 05/2019

Accountant/Bookkeeper, Cost of Money Lending Corp., Baguio City

01/2011 - 07/2012

Bookkeeper, L5 & Son's Financing Corporation, Tarlac City

10/2009-09/2010

Bookkeeper, L5 & Son's Financing Corporation, Tarlac City

11/2007-09/2009

Bookkeeper, L5 & Son's Financing Corporation, Marilao Bulacan

12/2006- 10/2007

Bookkeeper, Liberty Value Loan, Inc., Apalit Pampanga

Responsibilities:

- In-charge in preparation of check payment, petty cash voucher and replenishment.
- In-charge in recording check vouchers and check issued in the Registry book and balance it every end of the month.
- In-charge in preparation of Journal Voucher and record them in General Journal every month.
- Prepare Bank Reconciliation.
- Prepare Trial Balance.
- Prepare Financial Statement every month.
- In-charge in checking all disbursement (check/cash) including Loan Releases.
- In-charge in preparation of Payroll (every 15th and 30th of the month).
- In-charge in facilitating employee benefits like SSS, PHILHEALTH, PAG-IBIG and Insurance.
- Bookkeeping

08/2012-02/2015

- Unemployed

10/2010-12/2011

- Unemployed

04/2006-11/2006

**Accountant/Auditor, Dante D. Torres & Co., CPA's, City
Of San Fernando Pampanga**

Job Description/Duties & Responsibilities:

- Preparation of client's Financial Statements
- Bookkeeping
- Preparation of client's Taxes Form (BIR) on a monthly basis
- Preparation of the client's SSS & PHLHEALTH Form on a monthly basis
- Perform Audit

EDUCATION

2001 - 2006

Bachelor of Science Major in Accountancy, University of
the Assumption

**ADDITIONAL
SKILLS**

Microsoft Office package: Microsoft Word, Excel, Access
Audit, Bookkeeping, Preparation of Financial Statements, Multi
Tasking, Problem Solver, Leadership

REFERENCES

References available on request