

JANELLE D. TUMBLOD, CPA

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Address: 49 Vicente Illustre St. Galas, Brgy. Don Manuel
Quezon City Metro Manila, Philippines



EDUCATION:

- Tertiary : **Polytechnic University of the Philippines**
Bachelor of Science in Accountancy
Sta. Mesa, Metro Manila Philippines
2007 – 2011
- Secondary : **Our Lady of the Sacred Heart School**
Plaridel St. Galas, Quezon City, Philippines
2003 – 2007
- Primary : **Aurora A. Quezon Elementary School**
Cordillera St. Galas, Quezon City, Philippines
1997 – 2003

ACHIEVEMENTS:

- **Certified Public Accountant**
Board of Accountancy – Philippines
May 2013
- **Registered Cost Accountant**
National Institute of Accounting Technician
September 2016 - Present

AFFILIATIONS:

- **Member**
National Institute of Accounting Technician (NIAT)
September 2016 – Present
- **Member**
Philippine Institute of Certified Public Accountants (PICPA)
May 2013 – Present

PROFESSIONAL EXPERIENCE:

April 2019 – May 2020

AMA Education System

Tax Assistant Manager

59 Panay Avenue Quezon City, Metro Manila

- Tax filing preparation and monitor timely submission on a monthly, quarterly and annual basis with the BIR
- Prepare all tax papers in a regular basis and handles all information data request in case of BIR investigation/ audit
- Ensure monitoring of tax updates, communicate developments and create strategies on changes to taxation
- Liaises with various government agencies such as Business Permit Licensing Office, BIR and other LGU

October 2017 – April 2019

Fruitas Group of Companies

Compliance Tax Supervisor

60 Data St. Brgy. Don Manuel Galas Quezon City

- Tax filing preparation and monitor timely with the BIR
- Prepare schedules, reconciliation and other supporting documents in case of BIR investigation/ audit
- Assist in the business registration with LGU, BIR and SEC

August 2013 – August 2017

E. Punongbayan Global Outsourcing Inc.

Senior Accountant

21st Floor, The Pearlbank Centre, 146 Valero St. Salcedo Village, Makati City, Philippines

- Handled the full scope accounting engagement for companies in various industry
- Services provided includes bookkeeping, reconciliation, monthly and annual closing, financial statements preparation, reporting and analysis, fixed asset management and year-end audit assistance
- Prepare reports for those client registered as PEZA entity
- Payroll processing and ensure statutory compliance
- Provide guidance to junior staff members and reviewed their work

June 2011- June 2012

Bea & Bernard, Inc. {Hush Puppies Licensee}

Accounting Staff

23 Guerilla St. Sto Niño, Marikina City, Philippines

- Process vendors and suppliers invoices in a timely manner, verifying accuracy and approvals
- Prepare check vouchers, petty cash and checks for disbursements
- Prepare bank deposits

- Monitor sales receipts, Credit Card and Debit Card transactions of the customer

TECHNOLOGY:

- Microsoft Programs: Word, PowerPoint, Excel and Outlook
- Oracle R12 Oracle E-Business Suite Applications
- Xero Accounting Software
- QnE Accounting Software
- 128 Payroll Premium and Classic Software

SEMINARS AND TRAININGS:

- **Accounting Technician Congress 2017**
National Institute of Accounting Technician (NIAT)
March 11, 2017
- **Taxation of PEZA and Corporate Income Tax (Common Issues, Error and Reminders)**
Philippine Institute of Certified Public Accountants (PICPA)
July 30, 2015
- **Philippine Tax Developments and Tax Filing Reminders & Updates**
Tax Management Association of the Philippines, Inc. (TMAP)
March 25, 2015

CHARACTER REFERENCES:

- **Olivia De Jesus**
Senior Finance and Accounting Manager
E. Punongbayan Global Outsourcing, Inc.
519-2888
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