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DATE OF BIRTH : May 8, 1986
CIVIL STATUS: Married



OBJECTIVES:

- Obtain additional knowledge through work experience and utilize my field proficiency for self and company's improvement.
- To secure a position in a top corporation where I can apply my acquired knowledge, education and training – use them in a challenging environment for future management position.

EDUCATIONAL BACKGROUND:

2002 – 2006	Bachelor of Science in Office Administration Major in Office Management Partido State University Goa, Camarines Sur
1998 - 2002	San Rafael National High School Tigaon, Camarines Sur
1992 - 1998	San Jose Central School San Jose, Camarines Sur

WORK EXPERIENCE:

ARINSO INTERNATIONAL PHILIPPINES INC.

October 8, 2022 - PRESENT

Position: Payroll Associate

- Work as the first point of contact in the delivery centres for Client HR Representative in a Managed Services delivery model.
- Handles and tracks incoming calls, e-mails.
- Handles / Creates tickets in HR Workspace.
- Categorizes and prioritizes queries, requests and issues.
- Responds to information or enquiry requests requiring a significant level of expertise
- Analyses and solves client's questions, problems and / or requests efficiently and effectively.
- Confirms Master data, time & payroll data completeness, Monitor Payroll Process.
- Run Semi - Monthly and Monthly payroll, total headcount handled 2000 + Employees
- Preparation of Final Pay calculation and providing the BIR Form 2316.
- Payroll, Statutory, withholding tax validation manually vs system.
- Preparation of Bank File Reports : (Bank Text File and Listings), Validate the reports manually vs the approved payroll reports.
- Payslip Validation and Uploading
- General ledger reconciliation and uploading in the accounting system.
- Facilitate payments, postings and preparation of certification (SSS/HDMF/PHIC Contributions) (SSS /HDMF Loans) and other in-house loans.
- Responsible in the validation and preparation of monthly reports and payment of BIR Form 1601-C.
- Responsible in the validating the Alphalist, DAT File, BIR FORM 1604-C/F and its submission to BIR prior to their deadlines.
- Responsible in the validating , preparation and releasing of BIR Form 2316 to employees.
- Invoice, headcount and bussiness object reports every month end for billing purposes.
- In charge of preparing and providing ad hoc reports and other request or need basis.

Payroll System: SAP, HR Assist, PEX, Workday, Preceda/Ceredian

BUSINESS PROCESS OUTSOURCING INT'L., INC.

April 27, 2008 – July 31, 2012

Position: Payroll Analyst

- Gather all payroll inputs for employees.
- Encode / Upload (if bulk instructions) payroll into the system..
- Monitor salary set-up for new hires by encoding their account numbers into the payroll system and checking their profiles and pay slip to ensure accuracy of information.
- Compute salary increases and determine retroactive adjustments.
- Annualization of payroll at year-end, including preparation and filing of Alphalist (Alphabetical list of employees from whom taxes were withheld) and other BIR requirements.
- Preparation of Final Pay
- Generate batch transaction reports of the encoded payroll data and reconcile them duly approved payroll instruction form and supporting documents.
- Generate payroll reports, prepared JV entries for submission to accounting office.
- Generate certificates of contributions and loans remittances to government offices including certificate of tax withheld (Form 2316) upon employee request.
- Generate payroll reports on Annual Tax Compliance for submission to BIR (Alphalist).
- Facilitate payments, postings and preparation of certification, SSS loans and SSS Premium Contribution, HDMF loans and HDMF Premium Contributions and PHIC Contribution.

Payroll System: In house system