

LUTCHIE COR AMISTOSO

+ 438-322-7147

lutchiecor.amistoso@gmail.com

Montreal, Quebec, Canada

PROFESSIONAL SUMMARY

- Detail-oriented and experienced Bookkeeper with a proven track record of maintaining accurate financial records and ensuring compliance with accounting standards. Proficient in bookkeeping principles, financial data analysis, and the use of accounting software. Adept at managing accounts payable and receivable, reconciling accounts, and generating financial reports.
- Results-driven and entrepreneurial Business Owner with a demonstrated history of building and leading successful enterprises. Adept at developing and executing strategic business plans, fostering growth, and ensuring profitability.
- Passionate and dedicated ESL (English as a Second Language) teacher with a strong background in language education. Skilled in creating engaging and effective lesson plans, utilizing innovative teaching methodologies, and fostering a supportive and inclusive learning environment.
- Compassionate and dedicated caregiver with a strong commitment to enhancing the quality of life for individuals in need of care and support. Experienced in providing personalized and attentive care to individuals of varying ages and diverse backgrounds.

WORK EXPERIENCE

Business Owner

November 2012 – Present

Burger Junction Franchisee
Philippines

- Maintained the quality and service standards of the franchisor.
- Managed team schedules and resolve customer complaints.
- Prepared payment for SOA, monitor daily sales report, and facilitates business yearly renewal.

Bookkeeper

March 2019 – January 2022

SIC Products LLC
Philippines

- Recorded day to day financial transactions and file monthly sales tax return.
- Set-up business and sales tax permit in every state that have sales
- Used accounting software such as Tax Jar and QuickBooks to streamline and automate financial processes.

Caregiver

December 2020 - November 2021

Private Family
Camarillo, Canada

- Followed a prescribed healthcare plan, which may include assisting with exercise and administering medication.
- Ensured the client's home is organized according to their needs and that safety measures are in place.
- Monitored and reported changes in health, behavior, and needs.

ESL Teacher

January 2019 – May 2019

SIC Products LLC Acadsoc Ltd
Philippines

- Conducted activities and lessons based on ESL teaching methodologies.
- Kept accurate records of student attendance, grades, and progress.

- Prepared for one-to-one online teaching, organized materials and tailored lesson plans, while teaching online with the textbooks that effectively integrating the curriculum into the virtual learning environment.

Offshore Accountant/Bookkeeper

July 2011 – April 2012

STM Accounting Solutions Ltd
Philippines

- Recorded day to day financial transactions and file monthly sales tax return.
- Prepared VAT Returns of clients in UK and Europe in a quarterly basis.
- Engaged with clients and performed customer service tasks using a support suite system.

Treasury Head

July 2010 – March 2011

STM Accounting Solutions Ltd. Fast Distribution Corporation – Head Office
Philippines

- Daily monitored of loans per bank, facilitated loans and interest payments.
- Facilitated Promissory Notes and other Trust Receipts to be signed by signatories and pre-signed by signatories.
- Facilitated government dues payments (withholding tax expanded, withholding tax compensation, SSS, PAG-IBIG, PhilHealth).

Finance Officer

November 2009 – July 2010

Fast Distribution Corporation - Smart Branch
Philippines

- Developed and monitored budgets, ensuring alignment with organizational goals and financial regulations.
- Handled financial transactions, including payments, receipts, and invoices such as daily sales invoices/AP invoice, ensuring accuracy and compliance.
- Conducted regular reconciliations of accounts to verify accuracy and resolved discrepancies.

EDUCATION

Bachelor of Science in Management Accounting

2002 - 2007

University of San Carlos
Cebu City, Philippines

SKILLS

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| <ul style="list-style-type: none"> • Communication and Interpersonal Skills • Financial Acumen • Cash Flow Forecasting • Operational Management • Software Proficiency such as (QuickBooks, Skulabs, and Reptime) | <ul style="list-style-type: none"> • Organizational Skills • Customer Service • Cultural Sensitivity • Problem-Solving Skills • Adaptability and Flexibility |
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PROFESSIONAL CREDENTIAL

Non-Professional Driver's Licensed

Cebu, Philippines