

# ODHESA N. DABELA

393 Acacia St. Casibarag Norte, Cabagan Isabela  
odhesandabela@gmail.com  
Contact#: 0998-850-74-14

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**OBJECTIVE:** To attain challenging work experience in the field of Business Administration where I can be a part of the success of a dynamic and innovative organization.

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## EDUCATIONAL ATTAINMENT

- Tertiary Tehnological Institute of the Philippines- Manila  
363 P. Casal Street Quiapo, Manila  
Bachelor of Science in Business Administration major in  
Financial and Management Accounting  
2006-2010
- Secondary Delfin Albano High School  
Catabayungan Cabagan, Isabela  
2002-2006
- Elementary Catabayungan Elementary School  
Catabayungan Cabagan, Isabela  
1996-2002

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## WORKING EXPERIENCE

### Clear Corporate Solutions, Inc (July 2022 – Present)

#### Plexus Global Consultants

Position: Tax Accountant

#### Duties & responsibilities:

- Prepares and anylse Balance sheet and P&L accounts and post adjustments when necessary for annual accounts.
- Prepares income tax returns for Individuals, Trust, Parternship and Companies.
- Prepares Div7A schedule, Fuel Tax Credits calculations and Tax Reconciliations.
- Prepares CGT, Business income / Expenses and Rental schedules for Individual tax returns.
- Prepares FBT computation.
- Draft queries to client and email to Manager in AU for checking and sending to client.
- Prepares Monthly and Quarterly BAS and IAS.

### STAFF DOMAIN (February 2021 –February 2022)

#### Quantum Advisory

Position: Senior Management Accountant

#### Duties & responsibilities:

- Prepares and anylse Balance sheet and P&L accounts and post adjustments when necessary for interim and annual accounts.
- Prepares and update quarterly Financial statement and cash flow reports.
- Prepares income tax returns for Individuals, Trust, Parternship and Companies
- Prepares CGT, Business income / Expenses and Rental schedules for Individual tax returns.
- Prepares annual tax planning.
- Prepares FBT computation.
- Draft queries to client and email to Manager in AU for checking and sending to client.
- Prepares Monthly and Quarterly BAS and IAS.

### EMAPTA (June 2017 –February 2021)

#### Perks Integrated Business Solutions

Position: Intermediate Accountant

#### Duties & responsibilities:

- Prepares & Analyse Annual & Quarterly Balance Sheet & P&L Schedules for Trust, Partnership & Companies.
- Process Distributions and Dividends from Companies and Trusts.
- Prepares Franking Account Schedule for Companies.
- Prepares Income Tax Return for Individuals, Partnership, Companies & Trust.
- Monthly & Quarterly BAS & IAS Lodgement.
- Analyse, Prepares & Journalise Inter Entity Loan Transactions.
- Prepares Quarterly Management Reports.

**Prople BPO, Inc (May 25, 2015 – June 2017)**

Client Name: PERF Restaurants, Inc (Burger King)

Position: Senior Accounting Associate

**Duties & responsibilities:**

- Daily Checking and reviewing of all Payment Vouchers prepared by the Treasury Associates and ensures that all attachments are tally w/ the Payment Voucher.
- Daily Checking and reviewing of Credit Card Collection entries, Fund Transfer, & Interest Income.
- Daily Checking and monitoring of Daily Cash Position.
- Preparation of Weekly Cash Position and Cash Projection Report.
- Journalizes Payroll Monthly, Accrual 13<sup>th</sup> Month Pay and Intercompany related transactions.
- Journalizes Monthly Depreciation Expense and ensures that Subsidiary Ledgers tallied w/ our Fixed Assets System.
- Prepares Monthly Bank Reconciliation for Client's Disbursing Account, Dollar and Savings Account.
- Prepares Quarterly Cash & Cash Equivalents, Property Plant & Equipment, AR Aging Report.
- Process various Bank Transactions such as Preparation of Letters for Account Opening, Branch concerns etc.
- Prepares various Audit Schedules during Interim and Year end Audit.
- Prepares monthly analysis on increase/decrease of Depreciation Expense.
- Prepares/Analyze Balance Sheet Schedules during interim and Year end Audit.
- Observe Year end physical inventory and Fixed Asset count.
- Prepares reconciliation of Fixed assets and proposed necessary adjustments.

**Red Dragon Culinary Concepts, Inc. (September 1, 2011 – May 22, 2015)**

Crystal Jade Dining In &amp; Crystal Jade Shanghai Delight

Position: General Accounting Assistant

**Duties & responsibilities:**

- Prepares Monthly Profit & Loss Statements, Monthly Analysis of Cost of Sales for both Branches and analysis of Increase/decrease of all expense account.
- Prepares & update Food Cost computation for each menu.
- Records daily sales, collections of trade and non-trade receivables, credit card commissions and other receipts like advances from shareholders.
- Updates daily sales report (with breakdown into lunch, dinner, snack sales) and submits to management weekly and as requested
- Monitors trade accounts receivables and ensures that they are billed and collected on time.
- Records and monitors accounts receivable due from employees and agency personnel for the following reasons but not limited to cash and credit card shortages and breakages.
- Prepares payables vouchers for advances to officers and employees and records the corresponding liquidation.
- Prepares payable vouchers for purchases of inventory.
- Observes month-end physical inventory count and computes for the ending inventory and cost of sales monthly
- Reconciles bank accounts and enters in the system the reconciling items such as but not limited to fund transfers, bank charges and interest income.
- Reconciles Advances from Shareholders and Inter-branch advances monthly
- Performs audit of Cash sales, Change Fund and Revolving fund in the store every end of the month
- Audits sales invoice and prepares Post Audit of Sales Invoice Report (PASI) to those employees with shortages
- Updates the lapsing and amortization schedules and records the depreciation and amortization expense monthly
- Journalizes monthly accrual of manpower outsource and purchasing fee
- Prepares the monthly computation of purchasing fee and endorses for payment on time
- Submits e-sales monthly through BIR online submission
- Files and ensures the completeness of recorded creditable withholding tax certificate (2307)
- Updates the following manual books of accounts: Sales Journal and Cash Receipts Journal
- Assists in the preparation of schedules and analysis needed during year-end external audit
- Prepares computation of Payroll for All employees (September 2011-May 2013)
- Prepares computation of Monthly Withholding Tax Compensation (1601C), Quarterly Income Tax (1702Q), Alphalist (1604CF) and all Government contributions such as SSS, PhilHealth & HDMF

**GLNET Solutions Exchange Inc. (May 2010 – December 2010)**

Position: Accounting Associate

**Duties & responsibilities:**

- Prepares check vouchers for all disbursements made, & check preparation.
- Prepares all Tax computations such as Withholding Tax Compensation (1601C), Withholding Tax Expanded (1601E), Quarterly Income Tax Return (1701Q & 1702Q), of the the firm and clients.
- Prepares billing to clients monthly

- Process payments and remittances to BIR and other government agencies (SSS,HDMF & PHILHEATH)

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**PERSONAL INFORMATION**

Gender:	Female
Age:	32
Date of Birth:	May 27, 1990
Place of Birth:	Cabagan, Isabela
Nationality:	Filipino

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**CHARACTER REFERENCES:**

**Abegayle Cantos**  
**Team Leader**  
**EMAPTA**  
**0928-500-6166**

**Mr. Richard Jull Burreros**  
**Accounting Manager**  
Prople BPO,Inc  
0917-305-3070

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I hereby certify that the above information is true and correct.

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Applicant's Signature