



KATRINA MAE R. PROHIBIDO

CERTIFIED PUBLIC ACCOUNTANT

PERSONAL PROFILE

Flexible and strategic **CPA** with more than *nine (9)* years combination of **progressive experience** in a **U.S. Bookkeeping firm, AU direct clients, Private Equity Administration, Government accounting and Audit and Taxation**. Professionally fit to work in a busy environment, consistently meets deadline and resolves discrepancies. Highly trainable, keen to details and can work with minimum supervision.

CONTACT

 Purok 6, Libis, Infanta, Quezon, 4336

 katprohibido@gmail.com

 +639096286782

 /katrinamaeprohibido

EDUCATION

Polytechnic University of the Philippines
Bachelor of Science in Accountancy, 2014

WORK EXPERIENCE

Company Confidential, Chief Operating Officer

NOV 2020 - PRESENT

- Started as a Bookkeeper. then promoted as Senior Accountant up to Chief Operating Officer in less than 3 years.
- Overseeing the Operations of the company (Bookkeeping, Advisory, HR, Marketing, etc.)
- Acts as a consultant of bookkeepers for QuickBooks, other new and existing softwares and accounting questions to be aligned with US GAAP.
- Reviews all Client's books before sending the Financial Reports to clients.
- Formulates Financial Analysis on each client reports.
- Acts as a trainer of new hires for accounting and software processes.
- Communicates with the clients' CPA on any tax issues that come up during the year.
- Communicates with Clients anything about their Financial Reports and prepares adhoc reports as requested.
- Ensures the Sales taxes filed on each client is correct.
- Communicates and meets the team to ensure monthly deadlines are met.
- Creates accounting processes for various industries.
- Designs and implements procedures and checklists for the accounting staff to comply on to ensure all accounts reconciliation are correct.
- Learns and tries new softwares to implement and help improve company processes.
- Establishing policies that promote company culture and vision.

Financial Foothold, Senior Accountant

JAN 2021 - DEC 2022

- Started as a Staff Accountant and promoted as Senior Accountant within 3 months.
- Reviewer and acting as consultant of bookkeepers for QuickBooks and accounting questions to be aligned with US GAAP.
- Communicate with the clients' CPA on any tax issues that come up during the year.
- Communicate as needed with the team to ensure all deadlines are met and open items resolved in a timely manner.
- Reconcile cash and other balance sheet accounts. Update supporting schedules and prepare and post journal entries. Prepare financial statements.
- Sales tax and 1099s preparation and submission.
- Established accounting processes for various types of industries including but not limited to the ff: law offices, restaurants, e-commerce, mortgage brokers and non-profit organizations.

CORE SKILLS

- Detail-oriented, efficient and organized professional with in-depth knowledge of accounting principles and processes.
- Resourceful in the completion of tasks and effective at multi-tasking.
- Excellent verbal, written and well – developed interpersonal skills.
- Highly trustworthy, discreet and ethical.
- Strong leadership skills.
- Ability to present complex information in an easy to understand format.
- Works well both in a team and independently.

TECHNICAL SKILLS

- Accounting Softwares (Quickbooks and Xero)
- Gusto Payroll
- Intuit Payroll
- Merchant accounts: Paypal, Stripe, Shopify and Amazon
- Microsoft Office
- Google Docs
- Dext
- Saasant
- Moneythumb
- Melio
- Bill.com

CERTIFICATION

- Certified Public Accountant (October 2014 Licensure Examination)
- Certified Quickbooks ProAdvisor
- Certified Xero Advisor.

Various Clients, Freelance Accountant/Bookkeeper

JAN 2019 - DEC 2020

- Accounting & Bookkeeping
- Financial Statement Reporting
- Quickbooks and Gusto payroll
- Quickbooks Setup, Support & Training
- Unlimited Consultations
- Book Cleanup
- Cash Flow Analysis
- Software Troubleshooting
- Data Migration
- Audits

Indang Water District, Corporate Budget Specialist B

JAN 2019 - DEC 2019

- Review and supervision of end to end process in the preparation of Financial Statements.
- Supervise all the accounting and finance functions of Indang Water District such as but not limited to the following : Inventory Reconciliation, Disbursing Function, Cash Receipts Function, Bank Reconciliation, Analyzation of Accounts Receivable and Accounts Payable Account, Budget and Forecasting, Financial Management, Internal Revenue and Remittances Filing.
- Preparation of monthly, quarterly and annual reports required by different Government Regulatory Agency's.
- Helps the management in the formulation of processes that would help Indang Water District to be more effective and efficient in delivering its service to the public.

Augentius Philippines, Inc.

NOV 2016 - AUG 2017

- Responsible for processing quarter end to end files to financial statements (working papers/analytical review) and other ad-hoc financial information for Private Equity Fund Structures in a Financial Services BPO environment.
- Responsible for preparation of administration tasks in relation to PE fund Structures.
- Take ownership and respond to Front Office/Client/Investor queries within 24 hours of receipt.
- Ensure live client cash balances are maintained and oversee completion of weekly bank reconciliations on all client bank accounts, escalating any outstanding items .
- Ensure accurate and timely quarter end postings for all the funds allocated.
- Ensure relevant procedures and checklists are adhered to and completed to minimize risk of errors.
- Assist in the preparation of error reports, identifying areas of operational risk and proposing appropriate remedial actions within 24 hours of identifying the error.

Leonardo Vicente & Associates, CPAs, Associate Auditor

JUN 2015 - OCT 2016

- Handled various aspects of financial reporting, bank reconciliation, internal accounting controls, preparing trial balance, review and preparation of financial statements, sales reports, cash flow analysis, and payroll, inventory control, conducting internal audits, and reviewing accounts receivable/payable journals.
- Plans, directs, and performs financial audits.
- Prepares audited financial statements in compliance with the professional standards.
- Propose adjusting journal entries and discuss audit findings with clients.
- Prepares Management Report subject to the approval of the Firm's Partner, for the audit conducted to communicate the audit findings/observations during the course of audit to the Client's Management
- Prepares annual individual and corporate income tax returns and BIR monthly returns of retainer clients.