

Reven Balazon

Batangas City 4220

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Work Experience

Senior Financial Analyst

P&A Grant Thornton - Manila

August 2021 to Present

Multilingual: English and Tagalog

SKILLS AND EXPERIENCE

Accounting

- Handles 6 different kinds of engagements

Management

- Managed 6 different teams consist of 8 juniors in total
- Supervised the preparation of financial statements and taxes
- Verified journal entries and post transactions to account
- Reported company performance to clients at the end of the month
- Compile and sort documents
- Calculate and verify amounts
- Perform reconciliation procedures
- Prepare financial package and provide books of accounts to client
- Prepare taxes for clients
- Help with other duties as necessary

ESL Tutor

Shenzen Acadsoc Ltd Company - Alabang

December 2020 to August 2021

Bookkeeper

NDN Grand Hotel Corp - Santo Tomas

June 2018 to July 2020

Education

Bachelor Science in Accounting and Technology

Batangas City

June 2013 to June 2018

Skills

- Financial Analysis
- Financial Planning

- Journal Entries
- Account Reconciliation
- Financial Report Writing
- General Ledger Accounting
- General Ledger Reconciliation
- Bank Reconciliation
- Financial Statement Preparation
- Accounting

Languages

- English - Fluent

Certifications and Licenses

Certified Bookkeeper

Registered Cost Accountant

Xero Advisor