



PRINCESS ZAIRA V. SEGUNIAL

ACCOUNTANT

To work and develop a career in a corporate world where I can utilize my knowledge and skills and to bring my motivation and responsibility to the firm and my ability to work well with people in line with the company's goal and objectives.

SKILLS & ABILITIES

- Time Management
- Proficient in Microsoft Word, Excel and PowerPoint
- Knowledgeable in QNE and ASYST (Accounting System)
- Ability to deal with multiple task
- Willingness to learn

CONTACT DETAILS

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+63977-143-0041

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CHARACTER REFERENCE

VANNI B. VIDAL

Labourer
JNE Welding Saskatoon
+1-639-318-4460

NERICOLE A. PONCE, CPA

Senior Auditor
EY GDS (CS) Philippines, Inc.
+63917-652-3929

WORK EXPERIENCE

ACCOUNTANT

RGI Accounting and Auditing Office

January 2021 - present

- Preparation of Monthly Tax Compliance such as VAT, Withholding Taxes and Quarterly ITR of clients from individual, partnership and corporation.
- Detailed preparation of Summary List of Sales and Purchases (SLSP), Quarterly Alphalist of Payees (QAP), and Summary List of Withholding Tax (SAWT).
- Responsible on handling Petty Cash Fund of the Entity.
- Participate for the Annual Preparation of Income Tax Returns and Audited Financial Statements of various clients.
- Submission of General Information Sheet (GIS) and Audited Financial Statement (AFS) on Security Exchange Commission (SEC) thru Online Submission Tool (OST).
- Processing of monthly payroll including Mandatory Contributions (SSS, PHIC, HDMF)
- Basic computation of Estate Tax, Capital Gains Tax (CGT) and Documentary Stamp Tax (DST).

ACCOUNTANT

Philippine Pizza, Incorporated

November 2019 - June 2020

- Responsible in performing accounting functions related to the sales of the company such as monitoring the daily sales report of the assigned stores, processing data pertaining to it and submitting reports regarding the stores' performance based on the processed data.

EDUCATIONAL ATTAINMENT

BACHELOR OF SCIENCE IN ACCOUNTANCY

*Immaculate Conception College
Balayan, Batangas*

TRAININGS & SEMINARS

SALIENT FEATURES OF THE C.R.E.A.T.E LAW AND ITS IMPLEMENTING REGULATIONS CONFIRMATION

*Rhodora G. Icaranom, CPA
May 20, 2021
A.Y. 2018-2019*

MICROSOFT EXCEL SERIES: ESSENTIALS BEYOND THE EX-CELLS

*Alejandro A. Palacio, CPA
August 13,16,20,23, 2021*