

MA. ANGELYN V. LAMANO

#134 Gen. A Laurel St., Zone 3, Talisay, Batangas

#0906-583-6147

ma.angelynvergara@gmail.com



Age : **29**
Birthday : **07-26-1994**
Status : **Married**

OBJECTIVES

Seeking for a challenging position wherein I can utilize my knowledge and skills and enhance my potentials in the field of accounting.

EDUCATIONAL ATTAINMENT

Batangas State University, Malvar Campus
Bachelor of Science in Accounting Management

2011-2015

WORKING EXPERIENCE

Global Care Medical Center of Talisay, Inc.

Brgy. Aya, Talisay, Batangas

System used: Bizbox

Accounting Supervisor

August 2023-Present

Duties & Responsibility:

- Making monthly report for meetings;
- Processing payroll for monthly staffs and consultants;
- Costing and building Packages in the system;
- Processing and Submission of BIR documents;
- Filing and Payment of BIR (EWT & 1601C) thru online;
- Payment of Government Dues thru online.

Senior Bookkeeper

Nov. 8, 2021-July 2023

Duties & Responsibility:

- Making monthly report for meetings;
- Auditing & Recording Daily Cash Collection;
- Processing cash for bank deposit;
- Processing payroll for monthly staffs and consultants;
- Costing and building Packages in the system;
- Applying payment of HMOs, Philhealth and other receivables.

Tagaytay Highlands International Golf Club Inc.**Mar.2019-Oct.2020**

Brgy. Calabuso, Tagaytay City, Cavite

Revenue Audit Assistant**System used: Paradigm Shift****Duties & Responsibility:**

- Encoding Daily Sales Revenue;
- Auditing manual and micros receipts, ensuring the correctness and accuracy in pricing of:
 - Food and Beverage
 - Sports and other club facilities
 - Golf services
 - Room Revenues
- Encoding Sales Journal daily;
- Issuing Audit Findings for the lapses of Receptions/attendants and improper reporting of club attendants and other discrepancies.

Minebea Philippines, Inc.**May 2016-Oct. 2016**

Lot 1 Phase 1-A, FPIP Brgy. Sta. Anastacia Sto. Tomas Batangas

Accounting Staff**System used: AS400****Duties & Responsibility:**

- Preparing of Journal Vouchers;
- Recording and Journalizing of daily and monthly expenses;
- Monitoring and updating of Fixed Assets in the System and Excel;
- Monitoring and updating of Prepayments Amortization Schedule;
- Assist on Month End Activities (Costing and reviewing of reports).

Rural Bank of Talisay (Batangas) Inc.**Jan. 2016-May 2016**

Gen A Laurel St., Zone 6, Talisay, Batangas

Bookkeeper**Duties & Responsibility:**

- ❖ **Accounting Dept.**
 - Making, Posting & Uploading General Ledger;
 - Making Reports.
- ❖ **Cash Dept.**
 - Telling
- ❖ **Loans Dept.**
 - Making of Ledger and Daily Reports

First Philec, Inc. (Formerly known as First Electro Dynamic Corp. /FEDCOR)

First St. FPIP, Sta Anastacia, Sto. Tomas, Batangas

OJT- Accounting Staff**Duties & Responsibility:**

- Receiving of Delivery Receipt, Purchase Order, Receiving Receipt and invoices;
- Summarizing of Payments;
- Making & Posting of Invoice;
- Payroll Time Keeping.

CHARACTER REFERENCES

Ms. Maria Jenny P. Bertillo

Revenue Audit Supervisor
Tagaytay Highlands International Golf Club.
0995-449-5848

Mr. Archimedes M. Ramos, CPA

Finance Supervisor (Former)
Global Care Medical Center of Talisay, Inc.
0906-364-9157

Ms. Carmela Martinez

HR-OIC-Supervisor
Global Care Medical Center of Talisay, Inc.
0920-370-9585