



Accountant

MARIA EVELYN P. DOMINGO

Skilled accounting professional offering 5+ years experience with strong work ethic and determination to complete tasks in a timely manner. Extensive knowledge in General Accounting, Accounts Payable, Tax Filing, Auditing and Bookkeeping. Committed to serving as an efficient problem solver and enthusiastic team member.

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Professional Experience

2022 – Present

Junior Accountant

Everlounge, Inc., Makati, Philippines

- Analyses Cash Financial Report for month-end closing
- Prepares Financial Statements and tax returns from accounting records
- Analyses Bank Reconciliation, Cash Flow and Profitability Report
- Analysing data to ensure proper classification of accounts
- Monitoring and reviewing accounting records, Analysing the data for specific reports and creating required reports for management
- Maintains the financial records of the company

2019 – 2022

Accounts Payable Assistant

International Elevator & Equipment Inc. (affiliated to Mitsubishi Electric Corporation), Muntinlupa, Philippines

- Prepares Accounts Payable Voucher for Subcontractors, Brokerage, Rental, Foreign Payment and local purposes
- Processes and verifies all types of daily disbursements to ensure proper documentation, classification of accounts and reasonable accuracy of payments in accordance with approved contracts, purchase order or agreement
- Prepares Check payments, MC Application, telegraphic transfer or Demand Draft based on approved APV's and other payment documents
- Analyses Bank Reconciliation
- Analyses and maintains the subsidiary ledger for the Accounts Payable Trade Account by posting in their respective account ledgers

2018 – 2019

Accounting Associate

Tritec Integrated Philippines Inc., Muntinlupa, Philippines

- Prepares Accounts Payable Voucher for local suppliers
- Receives and verifies invoices and receipts for reimbursement and liquidations.
- Reviews and records transactions related to employee cash advances, liquidations and reimbursements
- Prepares final accountability of resigned rank and file employees

Education

Bachelor of Science in Accountancy 2013 - 2018

Dr. Filemon C. Aguilar Memorial College of Las Piñas, Philippines

Key Skills

Microsoft Office Applications
 MYOB Accounting Software
 Xero Accounting Software
 System Applications and Products in Data Processing – ERP Accounting Software
 Team leadership

Additional Skills

Product knowledge
 Attention to detail
 Data-oriented
 Friendly and communicative
 Ability to effectively manage time and prioritize multiple responsibilities
 Self-motivated and ability to excel with minimal supervisor
 Problem solving skills

Organization

National Federation of Junior Philippine Institute for Accountants (Member)
 Year affiliated: 2013-2018