



# Aimee Espinili Deza, MICB, RCA

Job Intention: Any vacant position related to my qualifications.

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## Education

**Bachelor of Science in Accountancy** Jul 2017 – Jul 2021

CARD MRI Development Institute, Inc., Bay, Laguna

Dean's Lister

Best in Practicum

**Bachelor of Science in Business Administration- Major in Financial Management** Jun 2007 – Mar 2011

Dalubhasaan ng Lungsod ng San Pablo, San Pablo City, Laguna

Dean's Lister

## Employment

**Admin and Finance Consultant** Mar 2024 – Present

TCC Marketing International Inc., Pasig City, Metro Manila

- Ensure compliance with regulatory requirements and company policies governing administrative functions.
- Manage financial transactions, which involve overseeing accounts payable, accounts receivable, and payroll processing.
- Prepare monthly Financial Statements.
- Evaluate investment opportunities and assess financial feasibility and impact on the company's financial performance.

**Finance Manager-OIC** Feb 2024 – Present

CARD Masikhay Consultancy Services Inc., San Pablo City, Laguna

- Prepare monthly financial statements, including but not limited to the Statement of Financial Position, Statement of Comprehensive Income, and Statement of Cash Flows for the servicing companies (CARD Indogrosir, Inc. and CARD Ottokonek, Inc.).
- Prepare periodic financial reports and ratios, providing comprehensive analysis for management reference and interpretation.
- Facilitate and review necessary regulatory requirements to ensure full compliance with regulatory agencies.
- Oversee the monitoring and assessment of the application of all financial accounting and bookkeeping requirements in the overall daily operation of the company.

**Financial Management Assistant cum Admin** Oct 2021 – Jan 2024

CARD Masikhay Consultancy Services Inc., San Pablo City, Laguna

- Provide timely and updated financial statements certifying the accuracy and completeness of the report.
- Provide technical assistance to the finance and accounting staff in achieving full disclosures, compliance with updated laws and regulations, and applying best practice accounting principles

## Personal details

Date of birth

August 28, 1990

Place of birth

San Pablo City, Laguna, Philippines

Gender

Female

Nationality

Filipino

Civil status

Single

## Skills

Financial Analysis

Tax Preparation

Bookkeeping

Administration

Payroll

Computer

## Languages

English

Filipino

## Qualities

- Diligent in performing the assigned tasks, dependable, with initiative, and with good interpersonal skills.

and standards.

- Provide financial management with interpretation of the financial reports through financial ratio analysis, description and classification of accounts and presentation of detailed analysis per financial schedules.
- Oversee and coordinate office administrative procedures and policies.

**Accounting Officer** Oct 2015 – Oct 2021  
CARD Mutual Benefit Association, Inc., San Pablo City, Laguna

- Perform and oversee accurate, correct, and timely payroll reconciliations and audits.
- Recommend and implement operational procedures in support of Financial Services operations; monitors compliance with approved policies and procedures.

**Accounting Assistant** Jun 2012 – Oct 2015  
CARD Mutual Benefit Association, Inc., San Pablo City, Laguna

- Ensure the swift and accurate completion of all employee pay.
- In charge of computing and filing all legal requirements for taxes, audits, and other related regulatory reports.

**Bookkeeper** Jun 2011 – Jun 2012  
CARD Mutual Benefit Association, Inc., San Pablo City, Laguna

- Oversee the financial data and compliance by maintaining accurate books, daily financial entries, and reconciliations.

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## Certificates

<b>Xero Payroll Certified</b>	Present
<b>Xero Advisor Certified</b>	Present
<b>Certified Accounting Technician Level 2- Registered Cost Accountant</b> National Institute of Accounting Technicians	Present
<b>Certified Accounting Technician Level 1- Certified Bookkeeper</b> National Institute of Accounting Technicians	Present

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## Training and Seminars

<b>65th Taxation &amp; Payroll Accounting Program</b>	Mar 2024
<b>Virtual Bookkeeping with Xero and Quickbooks Training</b>	Sep 2023
<b>59th Registered Cost Accountant Program</b>	Aug 2023
<b>Essentials in Effective Inventory Management</b>	Jul 2023
<b>61st Certified Bookkeeper Program</b>	Apr 2023

## Interests

Writing

Hiking

Baking

Dancing & Singing

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## Leadership Affiliations

### **Executive Secretary**

Jul 2019 – Jun 2020

Junior Philippine Institute of Accountants, Bay, Laguna

### **Vice President for Membership**

Jul 2018 – Jun 2019

Junior Philippine Institute of Accountants, Bay, Laguna

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## References

Lourdes B. Dijan- President

CARD Masikhay Consultancy Services Inc., San Pablo City, Laguna  
+63 9454772484, lourdes.dijan@cardmri.com

Michael SM. Borja, CPA, CMA- Chief Operating Officer for Financial  
Management

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Janet D. Caneo- Director for Admin & Finance

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