



SHAIRA V. DISTURA

CERTIFIED PUBLIC ACCOUNTANT

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591 AIRLANE ROAD SATURN ST., NAIA, PASAY CITY

PROFILE SUMMARY

Solution-oriented and problem solver with more than 6 years of experience in bookkeeping, general accounting, finance and taxation. Highly skilled in communication, collaboration, negotiation and documentation. Has solid experience in handling BIR transactions and BIR Audit.

WORK EXPERIENCE

TRIDENT REGIONAL SERVICES (SINGAPORE) PTE. LIMITED - PHILIPPINE BRANCH

- **Senior Client Accountant**
June, 2023 - Present
 - Prepares Financial Statements and management reports
 - Handles full set bookkeeping

STORAGEMART YAKAL CORPORATION

- **Accounting Head**
January, 2023 - June 2023
 - Oversees the accounting department
 - Prepares Financial Statements and management reports
 - Handles transactions for Tax Compliance
 - Handles BIR Filing, Reporting and BIR Audit
 - Handles General Accounting transactions
- **Senior Accountant**
July, 2022 - January 2023
 - Oversees Revenue and Collection reporting and compliance
- **Accounting Assistant**
March, 2021 - July 2022
 - Prepares Sales Reconciliation and Bank Reconciliation
 - Handles voucher preparation and disbursements
 - Handles bookkeeping

OROCEO, DIMANDAL & CO. CPA's

- **Accounting Associate**
August, 2018 - June 2020
 - Handles General Accounting transactions
 - Handles transactions for Tax Compliance
 - Handles BIR Filing and Reporting
 - Handles bookkeeping and ensures that books are up to date
 - Handles and prepares documents for Government Remittances (SSS, PHIC, HDMF, etc.)
 - Handles employee registration and payroll transactions

SM RETAIL INC.

- **Accounting Assistant**
October, 2016 - March 2018
 - Handles General Accounting transactions
 - Prepares Sales Invoices and Billing
 - Prepares reports, schedules and other related documents for BIR related transactions (VAT, ETP, ITR, SAWT, SLSP, etc.)
 - Prepares monthly bank reconciliation

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTANCY - Bridging Program	2015 - 2016
COLEGIO DE SAN JUAN DE LETRAN	
BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING	2011 - 2015
UNIVERSITY OF SANTO TOMAS	