

ROXANNE JOY SOLANA PABLO

Professional Summary

A member of the Institute of Certified Bookkeepers, a Registered Cost Accountant. Analytical, organized and detail-oriented bookkeeper with bookkeeping expertise and experience in the full spectrum of Public Accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth.

Work Experience

Bookkeeper

Department of Education | Philippines
2021-Present

- Ensuring the efficient and transparent management of public funds. By maintaining accurate financial records, adhering to regulatory requirements, and supporting financial management activities.
- Prepared reports for early submission of Physical Plan, Financial Obligations, Monthly Disbursements and Statement of Budget.
- Assisted school head in the financial policies, guidelines, procedures towards proper utilization of the school funds and other reports and requirements.
- Assisted in preparing and processing of Payroll for benefits of teaching and non-teaching personnel.

Accounting Clerk / Vault Custodian / Cashier

RD Pawnshop, Inc. | Philippines
2017-2019

- Prepared and complied Accounting reports such as but not limited to Cash Inflows and outflows.
- Resolve customer complaints.
- Operates cash register.
- Count, sort, and bundle cash deposits and withdrawals according to established procedures.
- Verify the authenticity of currency and detect counterfeit or damaged bills.
- Responsible for the secure handling, storage, and management of valuable assets within a vault or secure facility.

Liaison Officer

CS Construction & Supply | Philippines
2015-2016

- Act as a primary point of contact for communication between different parties, including departments within the same organization, external organizations, or between the organization and the public and resolving conflicts, and maintaining positive relationships within and outside the organization. By facilitating communication and coordination.

Language

English
Filipino

Skills

Cash Flow planning & Management
Active Listening
Computer Skills
Bookkeeping
Accounting
Flexibility

Microsoft Office
Google Docs
Google Sheets
Google drive
QuickBooks
Xero
Cashiering

Contact

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Education

Bachelor of Science in Accounting Technology

January 2011-April 2015
Sultan Kudarat State University
Sultan Kudarat, Philippines 9800

Trainings

From desktop to Cloud: Transitioning to Modern Accounting Platform

April 11, 2024

International Financial reporting Standards(IFRS): Updates and Implications for Accounting Technicians

April 11, 2024

The Role of Sustainability Reporting in Modern Accounting technician Practices

April 10, 2024

Cybersecurity in Accounting: Safeguarding Financial Data for Technicians

April 10, 2024

Automation and Efficiency: Streamlining Processes in Accounting technician Workflows Confirmation

April 9, 2024

Data Analytics for Accounting technicians: Unleashing the power of Information

April 9, 2024

BIR Updates 2024

April 8, 2024

Tech trends in Financial reporting: A Roadmap for Accounting technicians

April 8, 2024

Registered Cost Accountant Course -CAT Level 2

January 12, 2023-March 20, 2023

Certified Accounting Technician Course- CAT Level 1

September 15, 2022- Nov. 06, 2022