



# JOMAR EGUIA

## Accounting Supervisor

### Reach Me At

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📍 Makati City, Philippines

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### Professional Skills

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- Financial modeling and reporting
- Compliance and Financial Audit
- Financial accounting
- Tax Preparation and Filing for local and UK clients
- Advanced Xero proficiency
- Payroll Preparation and Administrative Function
- Team Management and Recruitment Process
- Management Accounting
- Advanced skills in using Microsoft Office
- Knowledgeable in using Quickbooks, SAGE, and Dext
- Updated with current regulations and standards

### About Me

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Adaptable and motivating Accounting Supervisor with over 4 years of experience as an accounting professional with an emphasis on analyzing data. Ability to quickly master new software and apply its capabilities. Highly organized and detail oriented. Ability to work independently or within a team environment.

### Professional Experience

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#### **Go-To Outsourcing Inc. | Accounting Supervisor November 2022 - Present**

#### **Key responsibilities:**

- Managing the day-to-day operations of the department and help to grow the teams from one to two, and members from 4 to 8.
- Ensures accuracy and timeliness of all financial reports for 35 International Clients based in UK using Excel, Xero and internal accounting software's.
- Report all activities direct to the manager and director.
- Ensure that tax payments and reports to HMRC of clients are accurate (VAT, PAYE, Pension, Insurance, AOE, CS Fee, Supplier land, Payroll Provider)
- Expense Management of 8 external clients using Dext Software.
- Recommend improvements to the internal accounting process of the department and implement it.



# JOMAR EGUIA

Accounting Supervisor

## Educational Background

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- **Polytechnic University of the Philippines**  
Bachelor of Science in Accountancy  
Completed in 2019  
*Consistent lister student*
- **Calaca Academy Inc.**  
Secondary Education  
Completed in 2015  
*Graduated with high distinction*

## Achievements and Certifications

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February 2023 Xero Advisor Certified - Issued by Nigel Piper, Executive GM - Customer Success, Xero  
Expiry Date: 12/12/2024

May 2022 Diploma in Taxation - issued by Philippine Association Of Certified Tax Technicians (PACTT), Inc.

## Character Reference

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Can be provided upon request.

## Professional Experience

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**Professional Stock Transfer Inc. | General Accountant**  
**October 2020 – November 2022**

### Key responsibilities:

- Managing accounts payable and receivable, including collecting payments and identifying potential risks of non-payment.
- Administer all bank transactions and payroll preparation.
- Manage and execute monthly analysis and reconciliations of balance sheet accounts, analyzes financial information, prepare reports, and verifies accuracy.
- Collaborate with external auditors during annual audit.
- Processing and preparation of Sales Report for 18,000+ LSIs and 100+ stock brokers during IPO engagements

**Datiles Casedo and Associates | Junior Associate**  
**June 2019 – October 2020**

### Key responsibilities:

- Handling compliance and financial audit for clients engaged in Outsourcing, Holdings and Manufacturing Industry
- Administer Tax Preparation and Tax Compliance for clients in Shipping Industry and Outsourcing Industry
- Managing Financial Accounting for clients engaged in Commodity Service Business and Outsourcing Industry