

RAYMUND S. PASCUA

ACCOUNTANT

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OBJECTIVES:

A Certified Accounting Technician with 2 years of experience specializing in taxation, finance, and accounting operations. Currently seeking a role within a rapidly expanding organization to establish optimal accounting procedures and elevate accounting as a competitive asset. A dedicated, proficient, and detail-oriented professional with a track record of exceeding expectations and achieving corporate goals.

WORK EXPERIENCES:

Bakertilly Philippines / Constantino & Partners

Accounting Associate - | October 03, 2022 - Current

- Utilized various accounting software programs to manage and track financial records.
- Maintained comprehensive financial records, including receipts, invoices, and bank statements.
- Conducted tax preparations for clients to guarantee compliance with governmental, local regulations, and company protocols.
- Communicated with clients regarding outstanding bills and facilitated the establishment of payment arrangements.
- Prepared monthly financial summaries and reports.
- Reconciled and balanced all accounts.
- Verified figures on legal documents for precision and made necessary corrections.
- Assisted with the preparation of required reports for external auditors.
- Prepared monthly and quarterly submission of BIR-related forms and processed payments
- Demonstrated professionalism, approachability, and a proactive demeanor in supporting various tasks as required.

Ally Techno Grit Solutions Inc.

Finance and Accounting Associate - Internship | June, 2022 - September, 2022

- Demonstrated proficiency in utilizing mathematical and analytical skills for accounting computations.
- Accurately processed client transactions within the AccuBooks platform.
- Systematically maintained financial records with meticulous coding.
- Conducted software testing to identify and report potential errors or bugs to the development team.
- Produced reports and matched purchase orders with invoices using AccuBooks.
- Handled BIR forms filing and client payments.

Tarlac State University

Micro-Virtual Internship | August, 2021 - November, 2021

- Carried out day-to-day activities accurately and efficiently.
- Hands-on SAP Business one training and granted a certification.
- Preparation of financial statement using Microsoft Excel.
- Tax and Payroll Computation and BIR related forms filing.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.

EDUCATION:

COLLEGE DEGREE

August 2018 - July 2022 | Tarlac State University

- Bachelor of Science in Accounting Information System

SENIOR HIGH SCHOOL DIPLOMA

June 2016 - March 2018 | Tarlac Agricultural University

- Accountancy Business and Management Strand (ABM)
- Graduate with Honors

MEMBERSHIP IN PROFESSIONAL ORGANIZATION:

National Institute of Accounting Technicians (NIAT) MAY 2022

Member | May 2022 - May 2025

CERTIFICATIONS AND WEBINARS

- **Certified Accounting Technician (CAT) - NIAT**

Passed CAT Examination Level 3 for CAT Title (November 07, 2022) - *Payroll and Taxation Accounting*

Passed CAT Examination Level 2 for RCA Title (May 28, 2022) - *Cost Accounting*

Passed CAT Examination Level 1 for MICB Title (March 13, 2022) - *Practical Accounting*

- **Certified Lean Six Sigma White Belt (CLSSWB)**

August 23, 2022

The Six Sigma Institute of Cebu

- **Xero Payroll Certified**

March 17, 2022

- **Xero Advisor Certified**

February 14, 2022

Doyle Academy

- **SAP Business One Training**

October 2021

Tarlac State University

- **Basic bookkeeping webinar for Nano, Micro, Small, and Medium Enterprises (NMSMEs)**

October 5-8, 2021

Provincial Cooperative and Enterprise Development Office

SOFTWARES

- ACCUBOOKS & ERP systems
- ATGS PAYROLL
- MS OFFICE
- QUICKBOOKS
- SAP BUSINESS ONE
- XERO
- QNE Cloud Accounting

SKILLS AND QUALIFICATIONS

- Accounting
- Accounting Systems and Softwares
- Bookkeeping
- Record
- Tax Preparation
- Collaborative, team player
- Computer proficiency
- Attentive to detail
- Good Communication Skills
- Fast learner
- Competent and dedicated to work

I certify that the information above is true and correct to the best of my knowledge and belief.


RAYMUND S. PASCUA