



PROSIA, EDELYN TAGUIC

1 PIGAFETTA COURT, ST. JUDE ACRES
SITIO SAYABOC, BRGY. BULACAO, CEBU CITY, 6000

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RESUME SUMMARY

Current: Business Owner – Prodi-g Trade and Services Wholesaling

Latest Position : Accounting Manager at CEED Marketing Corporation (April 2014-April 2021)
Lates Specialization : Financial, General Accounting and Taxation
Highest Education : Graduate, BS – Accountancy (XAVIER UNIVERSITY – Ateneo de Cagayan)
Years of Experience : 15 years

EMPLOYMENT HISTORY

1 CEED MARKETING CORPORATION

(April 2014 – April 2021)

Position Title : Finance Manager
Specialization : Financial, General Accounting and Taxation
Industry : Retail and Distribution
Monthly Salary : Php 60, 000.00
Work Description :

Responsible for the preparation of Financial Statements for CEED Marketing Corporation, CIMA Scents, Inc. and Wines and Consolidation of all three Companies and reports to the General Manager, Assistant to the CEO and to the President every Management Committee Meeting.

Responsible for managing the general accounting, cost accounting and concession group with a total of 12 personnel for their day to day transactions and responsibilities.

Responsible for research and study of the new Microsoft Navigation accounting system which will be applied in the day to day transactions.

Responsible for the BIR Reports Review and issues and make sure everything are settled and complete.

Assist and advise the General Manager, Assistant to the CEO and the President regarding Financial and Accounting issues.

2 MABUHAY FILCEMENT, INC.

(April

Position Title : General Accountant
Specialization : General Accounting and Taxation
Industry : Manufacturing of Cement
Monthly Salary : Php 35, 000.00
Work Description :

Responsible for checking and reviewing Journal Entries, Accounts Payable Vouchers, Check Vouchers and Checks for Enrison Land, Inc.

Review bank reconciliation entries and make sure bank balances are up-to-date and accurate.

Responsible for the maintenance and updating of the "Company Books" for both Enrison Land, Inc. and Mabuhay Filcement, Inc.

Responsible for the Company Internal Quality Audit (Currently the Internal Quality Lead Auditor).

Responsible for Scheduled Inventory Conduction and Monthly Inventory Report for Enrison Land, Inc.

Prepares lapsing, depreciation and costing reports.

Prepares all BIR Requirements, Remittances/Payments, and Reports (Monthly, Quarterly, and Annual thru EFPS) and maintains all the reports for both Enrison Land, Inc. and Mabuhay Filcement, Inc.

Responsible for OneHUB Online Application for SSS, HDMF, PHIC and BIR monthly payments/reporting.

2 VICTORIAS MILLING COMPANY (under Global Providers Project)

Position Title : Budget Planner/Assistant (Supervisory Level)
Specialization : Corporate Budgeting, SAP System Monitoring of Operating Expenses and Asset
Industry : Manufacturing / Production
Monthly Salary : Php 20, 000.00
Work Description : Responsibilities:

Prepares Monthly Budget Report for the "Budget Head" for her Corporate Leadership Team report.

Responsible for SAP uploading of Support Group details and analysis for preparation of the Monthly Budget Variance report and dissemination of information and reports to the corresponding SSG departments.

Analyzing the Budget Variance Report for any mischarges and major material amount variances may it be positive or negative against the actual and budgeted/plan cost, and make necessary entries to proper accounts and then forward it to Accounting for input to SAP system.

Preparation of Monthly Summary of Budget Variance Justification from the SSG departments.

Checking of the report to tie up with the monthly Financial Statements under Schedules of Selling and Administrative Expenses and Schedules of Corporate and Administrative Expenses, also to tally with the uploaded SAP report.

Preparation of yearly operational budget and comparison to previous year budget.

Preparation of monthly Company Budget reports format to tie up with the Financial Statements.

SAP Monitoring of Operating Expenses and Asset of Manapla Distillery.

Daily PSE data online monitoring and World Sugar Price Online monitoring (SugarTech).

Filing of Monthly Budget Variance Report, Budget Variance Justifications, Mischarges, Financial Statements Schedules, etc. for future references.

3 INVESTMENT AND MANAGEMENT CONSULTING, INC.

Project : CONCHOLOGY, INC. – Shells, Stamps Exporting and Web Hosting
(May 2008 – August 2009)

Position Title : Accounting Assistant

Specialization : General, Cost, Accounts Receivable and Accounts Payable

Industry : Exporting/Web Hosting

Monthly Salary : Php 12, 000.00

Work Description : Responsibilities:

Monitors and updates journal, subsidiary, customers, suppliers, vendors' accounts, etc. on QuickBooks

Preparation of Requisition Slips and Check Vouchers

Accounts Payable Schedule preparation

Preparation of checks and release, shell purchases

Settlement of payables, shells and stamps for posting/sending

Advances to Officers and Employees, etc.

Preparation of both Journal Vouchers and Adjusting Entries of all transactions

Preparation of Depreciation Schedules, Accruals, and Prepayments

Monitoring and Preparation of Monthly Checklist of Major Accounts

Helps in recording and monitoring of Paypal and KBC transactions

Filing and monitoring of documents

4 INVESTMENT AND MANAGEMENT CONSULTING, INC.

Project : VICTORIAS MILLING COMPANY, INC. (July 2007 – April 2008)

Position Title : Accounting Staff

Specialization : Accounts receivable analysis/monitoring

Industry : Manufacturing / Production

Monthly Salary : Php 12, 000.00

Work Description : Responsibilities:

Accounts Receivable Preparation of various customers

Preparation of Statement of Accounts of various customers

Preparation of various schedules for Financial Statement preparation purposes

Accounts Receivable Monitoring

Accounts Receivable transactions input to System, including Journal and Adjusting Entries

Preparation of schedules and monitoring of Subsidiary accounts

Preparation of Debit and Credit Memorandum

Preparation of Accounts Receivable entries for Official Receipts

Preparation of Monthly Aging Schedules of Accounts Receivable

5 INVESTMENT AND MANAGEMENT CONSULTING, INC.

Position Title : Executive and Accounting Assistant

Specialization : General, Cost, Accounts Receivable and Accounts Payable

Industry : Accounting - Outsourcing

Monthly Salary : Php 10, 000.00

Work Description : Responsibilities:

Preparation of Monthly monitoring of Accounts Receivable and Accounts Payable

Preparation of Monthly Aging Schedules of Accounts Receivable and Accounts Payable

Responsible for preparation and distribution of payroll

Monitoring and Liquidation of Cash Advances/Petty Cash Fund

Preparation of both Journal and Adjusting Entries of all transactions

Filing and monitoring of documents

COLLEGE WORKING HISTORY

POPULATION DEVELOPMENT COMMISSION [POPDEV]

Guanzon Extension, Gingoog City, Misamis Oriental, Philippines
Summer 2006
Position – Surveyor

GINGOOG CITY POSTAL OFFICE

Rizal St., Corner Lugod St., Gingoog City, Misamis Oriental, Philippines
Summer 2005
Position – Teller

Lagman Electronics Services – Samsung Authorized Service Center

Velez St., Cagayan de Oro City, Misamis Oriental, Philippines
June 2003 – May 2004
Part-time job – Receptionist and Accounting Staff

EDUCATIONAL BACKGROUND

Bachelor's / College Degree of Commerce

Graduate Date : 2007
 Major : Accounting
 Full University Scholar
 College : Xavier University – Ateneo de Cagayan.

Secondary/High School

Graduate Date : 2003
 Graduated as : Class Valedictorian
 School : Gingoog City Junior College

ELEMENTARY

Graduate Date : 1999
 Graduated as : Class Salutatorian
 School : Manuel Lugod City Central School

SKILLS

(PROFICIENCY : Advanced – High Experienced; Intermediate – Familiar with all the Basic Functionalities; Beginner – Just started using or learning the skill)

Skill	Year	Proficiency
Accounting System Dev't. & Implement'n	>4	Advanced
Computer Software Application	>5	Advanced
SAP Management Information	>4	Advanced
Accounting and Finance	>5	Advanced
Corporate Budgeting	>3	Advanced
General and Cost Accounting	>5	Advanced
Microsoft Navigation Software	>2	Advanced
Exact Globe Software	>2	Advanced
Quickbooks	>3	Advanced

LANGUAGES (Proficiency: Best = 10 – Worst = 1)

Language	Spoken	Written
English	10	10
Filipino	10	10

PERSONAL PARTICULARS & PREFERENCES

Date of Birth : September 11, 1986
 Nationality : Filipino
 Gender : Female
 Availability : 15 days after notice

ADDITIONAL INFORMATION

I am a result-oriented and experienced Accounting Manager, General Accountant, Tax Officer, Budget/Corporate Planner, Accounting/Executive Assistant with 12 years of experience in the cement manufacturing, sugar milling, exporting, web hosting, accounting outsourcing companies. My major strengths are in the field of accounting, financial planning, corporate budgeting and financial reporting and monitoring. Additional skills are proficiency in different accounting software applications (SAP System, Microsoft Navigation, Exact Globe, QuickBooks, Manufacturing Information System, and various in-house developed operating systems).

REFERENCES

Name : Mr. Sabino R. Dapat, CPA
Telephone : 09176281007
Position : Chairman
Company : SR Dapat and Co. CPA's

Name : Mr. Teopisto A. Prosia III, CPA
Telephone : 09177922070
Position : Chief Finance Officer
Company : Treasure Island Industrial Corporation

Name : Ms. Ma. Evelyn A. Segaya
Telephone : 034-399-2959
Position : Budget Head (Consultant)
Company : Victorias Milling Company, Inc.