

📍 Silago, Southern Leyte 6607, Philippines

☎ +63 995-579-5207

✉ jlirazan82@gmail.com

🌐 [linkedin.com/in/ji-lirazan-a0a195233](https://www.linkedin.com/in/ji-lirazan-a0a195233)

JIRCILY LIRAZAN

Accountant/Bookkeeper

CAREER OBJECTIVE

A seasoned professional with a decade of experience in administration, finance, and environmental compliance, I am driven to leverage my expertise in driving operational efficiency and sustainable growth. My passion for problem-solving and building strong client relationships has fueled my journey from loan processing to consultancy, and I am eager to contribute my skills to a dynamic organization that values innovation and social responsibility.

EDUCATION

Bachelor of Science in Accountancy

Agusan Colleges

📍 July 2003

🎓 Butuan City, Agusan Del Norte

- Leadership Award
- Representative Against Drug Abuse

Bachelor of Science in Management

Father Saturnino Urios University

📍 August 2000

🎓 Butuan City, Agusan Del Norte

- Active Youth Peer Facilitator 1998
- 1.8 GPA
- Member of the Debator's Club
- Writer for School's Newsletter
- Member of League of Filipino Student

CERTIFICATIONS

- Accredited Pollution Control Officer Of DENR EMB

SKILLS

- Quickbooks
- Xero
- Microsoft Apps
- Bookkeeping
- Data analysis

WORK EXPERIENCE

1. Pollution Control Officer Consultant

LGU Silago (Client) | Jan 2024 - Present (8 months)

- Provided consultancy services to LGU SILAGO as a Pollution Control Officer (PCO) Consultant. Ensured trainee PCO compliance with EMB DENR reporting requirements. Evaluated and ensured compliance with mandatory requirements for the LGU's poultry project. Overlooked the maintenance of poultry equipment and systems.

2. Proprietor

BDJL Administrative Services | Feb 2024 - Present (7 months)

- Owned and operated BDJL Administrative Services, providing permit processing and online services to clients.

3. Field Consultant and Processor

EVTE Group Corporation | Jan 2022 - Dec 2023 (2 years)

- Served as a Field Consultant and Processor, responsible for permit acquisition, project bidding, and billing processes.

4. Loan Processor

Self Employed | Jan 2011 - Jul 2022 (11 years 7 months)

- Manage loan processes, including documentation, credit research, repayment planning, contract completion, and client communication.

5. Assistant HR / Assistant Marketing Officer

Uraya Land Development Inc. | Jan 2008 - Dec 2011 (4 years)

- Handled HR administration, recruitment, benefits, compliance, and marketing coordination.