

MICHELLE DIESMA, CPA

A C C O U N T A N T



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OBJECTIVE

To gain significant experience that is related to accounting, business and technology. To impart my knowledge and skills that will help the business grow and develop.

SKILLS

- Detail-Oriented
- Problem Solving
- Time Management
- Multitasking ability
- Leadership Skills

EXPERIENCE

ACCOUNTING SPECIALIST

Asia Brewery Inc.
Oct 16, 2024 - Present

- Knowledgeable in using Infor System 21
- Preparation of Sales Report, Costing Report, Bank Reconciliation & Trial Balance
- Preparation & Filing of BIR Forms
- Analysis of accounts

CERTIFICATION

- Certified Public Accountant (May 2024)
- Certified Tax Technician (Dec 2024)

JUNIOR ACCOUNTANT

Bonifacio West Development Corporation
Oct 17, 2023 - Oct 15, 2024

- Experience in using SAP
- Billing & collection of commercial rents
- Compile & review of lease contracts & other leasing related concerns
- Preparation of management report (Accounts Receivable report)

EDUCATION

B.S. ACCOUNTANCY

Polytechnic University of the Philippines
Manila
2018-2022

ACCOUNTANCY, BUSINESS AND MANAGEMENT

Polytechnic University of the Philippines
Senior High School- Manila
2016-2018

JUNIOR ACCOUNTANT

Acclime Philippines
(Business Process Solutions Philippines, INC.)
Sept 16, 2022 - Apr 25, 2023

- Experience in using Quickbooks Accounting Software
- Knowledgeable in using Xero Accounting Software
- Processing client's book from compilation of source documents, posting of transactions, analyzing the worksheet, adjusting discrepancies up to pulling/preparing the financial statements.