



PAOLA ANN EUGENIO

ACCOUNTANT

PROFILE

Highly motivated and detail-oriented accountant with experience in New Zealand accounting and tax compliance. I am an effective communicator and can work well individually, as well as part of a team. Using my experience, I want to help organizations meet their goals and objectives through precise financial reporting, tax preparation, and strategic advisory services. Committed to continuous learning and self-improvement to confidently navigate complex accounting challenges.

CONTACT



CITY OF SAN FERNANDO
PAMPANGA



+63955-872-8863



paolaanneugenio@gmail.com

LANGUAGES

FILIPINO

(NATIVE OR BILINGUAL PROFICIENCY)

English

(Full Professional Proficiency)

SKILLS

- Financial Reporting
- Tax compliance
- Bank Reconciliation
- Xero Software Proficient
- SAP Proficient
- MS Office Proficient
- Strong analytical skills
- Strong attention to detail
- Strong willingness to learn

EDUCATION

Bachelor of Science in Accounting Technology
Holy Angel University
2012-2016

WORK EXPERIENCE

The Physique Code, Australia – Executive Assistant (Part-time)

October 2023 – June 2025

- Invoice and payment processing using Xero
- Bank reconciliation in Xero
- Payment reconciliation from Square, Ezidebit and other direct debits.
- Respond to new customer inquiries
- Client appointment management

PBO Global – NZ Accountant **(YHPJ Chartered Accountants)**

July 2022 – November 2024

- Prepares financial statements for companies, trusts, partnerships and sole traders – including farming entities.
- Prepares GST, PAYE, FBT and income tax returns in compliance with IRD for diverse clients.
- Reconcile clients' bank statements and bookkeeping ledgers.
- Comply with financial policies and regulations.
- Used Xero to streamline financial processes.

The Backroom – NZ Accountant **(YHPJ Chartered Accountants)**

July 2021 – June 2022

- Prepares financial statements for companies, trusts, partnerships and sole traders – including farming entities.
- Prepares income tax returns and GST returns
- Reconcile clients' bank statements and bookkeeping ledgers.
- Comply with financial policies and regulations.
- Used Xero to streamline financial processes.

The Backroom - Client Service Assistant **(YHPJ Chartered Accountants)**

February 2019 - July 2021

- IRD Mail administration
- Sending secure mails to IRD
- Preparing and filing financial documents
- Reconciling company accounts
- Processing invoice in Receipt bank
- Setting up a new xero file

- Monitoring receipt of EOY Questionnaires

Boutique Management Solutions – Loan Processing Officer

July 2017 – January 2019

- Ensure accurate calculation of indicative payout figure
- Handle and forward discharge requests to funders
- Checking retention history of discharging clients

Benby Enterprises Inc. – Credit and Collections Associate

April 2016 – July 2017

- Monitoring of customers' accounts
- Posts status of customers' invoice in SAP
- Provides resolution and/or necessary actions regarding customers' concerns
- Prepare proposal for credit memos
- Participate in month-end closing of accounts