

KEVIN

Career Objective

“To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills and to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.”

Personal Profile

Experienced Accountant passionate about working in a team and skilled at preparing clear and comprehensive financial reports for executive-level management.

Core Competency

- Experience in tax and accounting services
- Compliance testing knowledge
- Capable to gather, collate, and use data effectively
- Good communication and interpersonal skills
- Creative problem solving
- Responsible, reliable, and dependable

Work Experience

June 16, 2022 – Present

Finance Analyst

SMC Multi-Services Inc (Affiliate of San Miguel Corporation)

- Process of Payables (Either vendor invoices or employee related like employees' cash advance, liquidation and reimbursement and final pay.)
- Participates in the timely monthly cycle activities to ensure compliance to SMC Corporate reporting timeline: Analyses and ensure completeness of:
 - ❖ Accounts Receivables and Accounts Payable transactions and relevant P&L/Tax entries;
 - ❖ Prepayments, Fixed Assets registry and depreciation and inventory movements.
 - ❖ Month-end journals, closing adjustments and reconciliation entries.
- Participate in the annual budget preparation in compliance to prescribed timeline of Corporate and Division level.

- Computations of billings per clients every end of the month.
- Collection of Account Receivables.
- Prepares monthly management reports, detailed revenue and cost analysis per BUs P/L.
- Participates in month-end close process through proper set-up of accruals and review of P&L variances vs assumptions and inputs from operations.
- Prepares monitoring templates for financial results against operational and strategic objectives as well as historical performance. (P&L vs Budget, Financial Ratios, Long Range Plans, Compliance/Alignment to Tax Strategy, Working Capital and Credit Management.
- Prepare and analyze GL account schedule with timely disposition of reconciling items.
- Prepares/performs master data set-up in SAP System in compliance to company standards and policies and Philippines Financial Reporting Standards (PFRS).
- Aligned to Finance leaders priorities, prepare ad-hoc analysis and data mining projects as needed by leaders.
- Conduct and/or participate in the operational internal control designed activities of relevant processes e.g (Cash count, Asset count, Inventory counts, etc.)
- Reports analysis and provide recommendation – identify risk areas, determine materiality and likelihood of occurrence and assess impact on company operations and financials.

Feb. 2017 – June 15, 2023

**Tax Accountant
GBS and Partners Law Offices**

- Prepare tax returns, payments, necessary paperwork, and reports
- Prepare Financial Statements
- Assess and research difficult tax issues to identify solutions
- Manage and maintain the company's tax database
- Ensure compliance with regulations by forwarding required information to federal, state, and local authorities
- Evaluate tax regulations and suggest policies that diminish tax burden
- Provide management with effective strategies to minimize tax liability.
- Keep track of industry trends and changes related to taxes
- Conduct month-end closing procedures on or before deadline.
- Prepare accurate quarterly and annual tax reports
- Collaborate with auditors to conduct annual audits to ensure compliance with local, state, and federal rules and regulations.

Educational Attainment

Tertiary 2014–2016	Trinity University of Asia 275E Rodriguez Sr. Ave, New Manila, Quezon City Bachelor of Science in Accountancy
2010–2014	University of the East, Manila 2219 CM Recto Ave., Manila City Bachelor of Science in Accounting Technology
Secondary 2006–2010	Roosevelt College Cubao Quezon City
Primary 2000–2006	St. Paul College of Ilocos Sur Ilocos Sur

Personal Data

Date of Birth:	November 18, 1993	Civil Status:	Single
Age:	29	Nationality:	Filipino
Sex:	Male		

References
