

CYNTHIA V. YANGA

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**WORK EXPERIENCES**

07 September 2022 – 01 September 2021 (1 year)

PRIME ACCOUNTING & BUSINESS ADVISORY PTY LTD. offshore via Trypod Philippines Inc.

Bookkeeper

- Process Accounts Payable and Accounts Receivable
- Process weekly, fortnightly, and monthly payroll
- Quarterly Superannuation processing
- Assisting on preparing monthly, quarterly and year end taxation obligations such as BAS, IAS, PAYG and GST using Xero and MYOB system

04 January 2021 – 31 August 2021 (7 months)

Account Tech (cloud accountants)

Senior Accountant

- Process Accounts Payable/Receivable and handles payroll
- Process quarterly Superannuation
- Performing a self-review on all tasks completed
- Complete Accountant duties in the event of absence as directed by the Team Manager
- Completing timesheet accurately

December 2019 – April 2020 (3-month fixed term)

MONDELEZ INTERNATIONAL INC.

Multinational confectionery, food, holding and beverage and snack food company

Payroll Coordinator for Singapore and Philippines

- Accountable for payroll processing for the effective and efficient delivery ensuring timely processing, compliance, and standard payroll processes
- Reconcile all withholding taxes and remittance for employees Certificate of Compensation Payment and Tax Withheld (2316)

July 2016 up to June 2019 (3 yrs.)

POWERKING INDUSTRIES CORPORATION

Importer (heavy equipment brands: Hidromek, Powerking)

Accountant/HR Admin

- All government compliances such as BIR, SSS, Philhealth and Pagibig.
- Weekly Payroll
- BIR taxes payments such a Withholding tax, VAT, Income Tax Return, monthly, quarterly and yearly
- Process applications for yearly business permits, licenses, registrations and other necessary government documents
- Keep up to date with latest Philippine Accounting standards, tax rulings and assist in solving issues with regards to Accounting and taxation matters
- Telephone inquiry, application for Visa and passport, memorandums and various correspondence
- Perform and participate in tasks and special projects that may be assigned from time to time

June 2004 – April 2016 (13 yrs.)

FINANCIAL TIMES ELECTRONIC PUBLISHING PHILIPPINES, INC. (London's official business paper)

Financial Analyst

- Administering Accounting system and reporting systems using **Oracle System**, Insight Console, Salesforce
- Prepare/review journal entries, reconciliations, account analysis, accrual calculations, intercompany accounts, pre-payment amortizations, accounting schedules and other month-end related reports
- Review and produce financial data through data analysis to be used for departmental planning, forecasting, and management decision making
- Prepare financial reports, including ad hoc reports that require generation, preparation and interpretation of data
- Assist in completing and complying with internal and external auditor's requirements
- Balance sheet reconciliations and monthly review with the Financial Controller
- Strict compliance of all statutory government requirements
- Complete and submit tax remittances/payments via Electronic Filing and Payment System (EFPS) such as Withholding Tax for employees and suppliers, VAT, Quarterly Corporate Income Tax
- Review semi-monthly payroll of all staff (managers and rank & file employees)
- Monitor payroll funding
- Reporting of monthly expenses for yearly/quarterly budget forecast purposes

September 1997 – September 2003 (6 years)

BRIONI franchised owned and operated under licensed by JUNELI, INC.

Men's Apparel (Retail business)

Accountant

- Keep financial records and establish, maintain and balance various accounts using manual bookkeeping system
- Record journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare checks for payroll, utilities, tax and other monthly billings
- Process applications for yearly business permits, licenses, registrations and other necessary government documents
- Complete and submit tax remittances, SSS, Philhealth, Pag-ibig and other government documents
- Prepare and issue documents related to accounts such as official receipts, invoices, and other financial reports
- Calculate landed cost of import merchandise, proceed to costing, tagging and barcoding of each item
- Perform duties at the boutique whenever the manager and fashion consultants are off and respond to client inquiries and assist them in the shop
- Conduct spot audits at the boutique to ensure financial recording and inventory accuracy
- Maintains daily cash flow for budget purposes
- Assist and supervise accounting assistants and fashion consultants in charge of other duties
- Perform secretarial duties such as prepare various correspondence, take minutes of the meeting, answer phone calls, fax messages and electronic mails and other jobs assigned or required by the President

June 1992 – July 1997 (5 years)

ALMA REFRIGERATION & COLD STORAGE, INC.

Bookkeeper/Payroll Administrator (Manufacturing company)

- Maintain record of employee attendance (weekly and monthly), leave and overtime pay to calculate pay out
- Prepare and verify statement of earnings for employees, indicating gross and net salaries, deductions such as tax, SSS, Philhealth and Pag-ibig contributions
- Complete, verify, process forms and documentation for administration of benefits such as maternity benefits, sickness benefits, hospitalization and availing of government loans
- Submission of monthly, quarterly and yearly reports to BIR, SSS, HDMF
- Prepare alphabetical lists of employees for yearly annualization of taxes withheld on compensation and expanded withholding tax for various suppliers
- Maintains complete set of books, cash disbursement, sales book, cash receipts, purchase book, post journal entries and reconcile accounts
- Prepare trial balance, maintain general ledgers and prepare financial statements every month
- Any jobs assigned from time to time by the accounting manager

July 1991 – June 1992

SOLID TECHNICAL SERVICES (Machine Shop)

Office Staff

- Prepare sales order
- Receptionist
- Answering telephone queries
- Any jobs assigned from time to time

November 1990 – May 1991

FRANKWELL MANAGEMENT & CONSULTANCY, INC. (Consultancy Firm)

Executive Assistant to the President

June 1989 – November 1990

MARKETING PROPONENTS, INC. (Manufacturing)

Accounting Clerk/Receivables

TRAININGS/SEMINARS ATTENDED

08 January 2021	Certified XERO Advisor	Account Technology
15 January 2021	Being at My Best (BAMB) — Personal Resourcefulness Power	Mondelez International
16-17 June 2015	Presentation Workshop	Talkshop Learning Center Language & Culture
06 August 2013	Global English Edge (online training course offered by Pearson group of companies)	
05 October 2012	Tax Right and Remedies	Powermax Consulting Group RCBC
19-26 Sep, 03 Oct.	Communication Assertiveness	FT Office, Makati City
26 – November 2017	2008 Year-end Planning/System Integration, Budget Review & Construction, Enterprise/Retrieve & Vision Excel Training	FT Office, Southwark Bridge, London

EDUCATIONAL ATTAINMENT

College	Bachelor of Science in Business Technology major in accounting University of Caloocan June 1985 - April 1989	
Vocational School	Secretarial Course Our Lady of Grace Vocational School June 1984 — March 1985	
High School	Caloocan High School 3 rd -4 th Year June 1982 – March 1984	La Consolacion School 1 st – 2 nd Year June 1980 – March 1982
Elementary	Diliman Preparatory School Grade I – Grade VI June 1974 - March 1980	

Character references available upon request