






CHARMI GERSALIA

ACCOUNTING ASSISTANT

PERSONAL

-  gersalia_charmi@yahoo.com
-  0912-354-0531
-  Rosario Pasig, City, 1609 Philippines

SOFTWARE SKILLS

- Quickbooks
- MYOB
- VGA Accounting System
- MS Office (Word, Excel, & PPT)
- Zoom

CORE SKILLS

- Accounting standards
- Attention to detail
- Problem-solving abilities
- Software Proficiency
- Effective Communication
- Payroll Processing
- Tax Remittances
- Bank Reconciliation

WORK EXPERIENCE

Accounting Assistant Design Science, Inc.

September 2016- Present

- Overall processing of accounts payable from; payment request to releasing through Quickbooks
- Issuance of AR/Sales Invoice/ Delivery receipts;
- Monitoring of accounts receivable through Quickbooks;
- Payroll processing via MS Excel;
- Bank reconciliation through MS Excel;
- Monitoring of company bank balances on a daily basis through various banking systems;
- Filing and payment of taxes through BIR EFPS and EBIR;
- BIR compliance (SLSP, QAP and SAWT)
- Annual preparation and submission of Alphalist of employees with 2316;
- Monthly reconciliation and online payment of government benefits;
- Quarterly and Annual report on sales for processing and payment of Business Permit/Business taxes;
- Annual Submission of AFS, GIS and other Reportorial requirements in SEC through eFAST;
- Petty Cash Custodian.

EDUCATION HISTORY



Bachelor Of Public Administration Sorsogon State College

Year of Graduation: 2016

- Academic Distinction Awardee

CERTIFICATIONS



Disaster Preparedness Orientation Program & Evacuation Drill

Institution: Design Science, Inc. & MMDA
2023



ISO 9001- 2015 Awareness Training

Institution: Tatweer Safety Consultancy
2019



ISO 9001-2015 Internal Auditor Training

Institution: Tatweer Safety Consultancy
2019