



CHARMI G. GERSALIA

PERSONAL

gersaliacharmi@gmail.com  
0912-354-0531  
Beguin, Bulan, Sorsogon, 4706, Philippines

SOFTWARE SKILLS

- Quickbooks
- MYOB
- VGA Accounting System
- Quality Customer Service
- MS Office (Word,Excel, & PPT)
- Google Meet
- Zoom
- Social Media Marketing
- Email Marketing
- Project Management
- Graphic Designing (Canva)

CORE SKILLS

- Accounting
- Problem-solving abilities
- Software proficiency
- Payroll processing
- Tax remittances
- Bank reconciliation

WORK EXPERIENCE

Accounting Assistant  
Design Science, Inc.

September 21, 2016–August 03, 2023

- 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;
- Monthly 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;
- PettyCash Custodian.

EDUCATION HISTORY



Bachelor of Public Administration  
Sorsogon State University-Bulan Campus

Year of Graduation: 2016

Unit Earner for Prof. Teaching Certification  
Southern Luzon Institute

Completion: Dec. 16, 2023

LICENSE

Licensed Professional Teacher

TRAININGS & SEMINARS



VA101 Training

Institution: Spin Virtual Solutions  
Dec. 12-13, 2024



Managing Stress:Effective Strategies for Graduate  
School Students

Institution: Sorsogon State University  
2024



Disaster Preparedness Orientation

Program & Evacuation Drill  
Institution: Design Science, Inc. & MMDA  
2023