



JENNIFER MACASPAC AVILES, CPA

EDUCATION

Mary the Queen College (Pampanga), Inc.
2011-2016

Bachelor of Science in Accountancy

- Dean's Lister (2013-2014)
- Academic Scholar, Handog Karunungan of House of David Foundation, Inc. (2011-2013)
- Academic Scholar, Provincial Government of Pampanga (2011-2016)

OBJECTIVE

To be able to work with a professional group that will utilize my knowledge and skills specifically in the field of Accounting towards the contribution to the success of the company and effective performance of my duties achieving organizational and personal growth.

CONTACT

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JenniferAviles11@yahoo.com

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Al Danah – Zone 1 – Abu Dhabi

CERTIFICATION

Certified Public Accountant Licensure Examination Board Passer – October 2016

PERSONAL INFORMATION

Birthdate: October 11, 1994

Place of Birth: Lubao, Pampanga

Marital Status: Single

Nationality: Filipino

Language/Dialect: English, Filipino and Pampango

Visa Status: Visit Visa

Availability: IMMEDIATE

WORK EXPERIENCE

Provincial Government of Pampanga (*Provincial Accountant's Office*)
December 2021 – March 2023

Position: Administrative Assistant VI from December 2021 to March 2022 promoted to Administrative Officer IV from March 2022 to March 2023

- i. Responsible for the preparation of Journal Entry Voucher (JEV) for payroll and vouchers.
- ii. Responsible for the verification and checking of supporting documents of payroll and vouchers.
- iii. Responsible for the checking of computation of claims of the employees & suppliers of the Province.

Pampanga II Electric Cooperative, Inc.
December 2019 – November 2021

Position: Accountant (June 2020 – November 2021)

- i. Analyzes and records appropriate transactions in Check Registry Books.
- ii. Assures completeness and validity of supporting documents requested for disbursement posted in check register and maintain proper filing and maintenance of check vouchers.
- iii. Process online payments, loans payments including amortization monitoring of loans.
- iv. Check ORs / invoices submission for reimbursement of Representation allowance as well as the claimable input VAT.
- v. Annually printing of Check Register Book as per BIR submissions.
- vi. Preparing necessary adjustments as needed for proper recording in books.
- vii. Preparing necessary documents needed by the external auditors
- viii. Preparation of different PELCO II's tax returns, payments and submissions to Bureau of Internal Revenue and all local taxing.
- ix. Prepares yearly COB of PELCO II together with supporting schedules and records necessary for Budget Vetting for each Cost and Control Centers.
- x. Providing schedules, reconciliation and response letter for any tax assessment received by PELCO II.
- xi. Analyzes all transactions posted in PELCO II's accounting books affecting tax compliances and proposed any adjustments in process or any accounting treatment affecting tax as required.
- xii. Assists in the preparation of financial reports and schedules.
- xiii. Responding to any letter's received by PELCO II related to tax.

SKILLS/KEY COMPETENCIES

- Technical and Technological Skills (Computer Literacy including Microsoft Office)
- Attention to details and accuracy
- Organization and Prioritization Skills
- Interpersonal Communication Skills
- Analytical thinking and planning
- Tolerant and flexible to different situations
- Leadership

CHARACTER REFERENCES

Ms. Annie M. Pacia, CPA

Pampanga, Philippines
Pampanga II Electric Cooperative Inc.
Team Lead, Financial Planning &
Reporting
+639985945001

Ms. Lorna C. Ramos, CPA

Cavite, Philippines
Querito Qualitas Inc
Financial Controller
+639175633004

Position: Financial Auditor (December 2019 – June 2020)

- Reviews the internal controls related to Books of account and documents such as: Check Register and Check Vouchers; Journal Register and Journal Vouchers; Accounts Payable (AP) Register and AP Vouchers; Sales Register; Cash Receipts Register and monthly bank reconciliations; Material Register
- Formulates and implements Annual Audit Plan relating to financial representations and compliance audit engagements to ensure that the department's targets are achieved as planned.
- Prepares audit reports for submission to the Internal Audit Manager.

Querito Qualitas, Inc

November 2016 – November 2019

Position: Accounting Team Lead (December 2018 – November 2019)

- Financial Recording and Reporting**
 - Lead and coordinate the day-to-day operations of Accounting ensuring strict adherence to internal TAT and quality of work.
 - To ensure that all accounting entries are complete and in accordance with GAAP and are duly supported with proper documentation.
 - Performed assigned tasks and lead the team for month-end and year-end closing.
 - Timely review of Trial Balance, General Ledgers, and Subsidiary Ledgers and reconciliation of accounts.
 - Timely preparation and submission of Financial Reports.
 - Consolidated Profit and Loss and other reports.
- External Compliance and Audit**
 - Ensure adherence to deadlines on payment and filing of appropriate taxes.
 - Ensure 100% compliance with all relevant SEC requirements.
 - Assist external auditors during financial audit and tax assessment/audits.
- Costing and Financial Analysis**
 - To work with operations in the preparation of financial information required for client presentation and proposal, and when necessary, to attend client meetings.
 - Monitor cost and profitability of clients/projects.
 - Conduct and provide financial analysis.
- People Management**
 - Setting and reviewing KPIs for staff in relation to their JD's.
 - Monitoring monthly scorecards of the team and conducting performance reviews and interventions, coaching and training, when needed.
 - Responsible for learning and development of the team.

Position: Accountant (November 2016 – December 2018)

- Preparation of journal entries ensuring accurate and appropriate recording.
- Perform assigned task for the monthly financial closing process.
- Assist in maintaining the book of accounts, ledgers and other financial records/reports in compliance with Generally Accepted Accounting Principles.
- Bank Reconciliation
- Prepares Accounts Payable Voucher ensuring that the expense transactions/requests are duly approved with the required supporting documents (SI, PO, PR, etc.) before processing.
- Ensure adherence to deadlines on payment and filing of appropriate taxes such as, but not limited to, VAT, Withholding Taxes,

Alpha List together with the corresponding tax returns and schedules.

vii. Assist external auditors during regular annual and special audits.

viii. Maintain organized filing system for reference and audit purposes.

SEMINARS ATTENDED

- **Understanding the PQF in Government Practice**, January 19, 2023
- **77th PICPA Annual National Convention**, November 23-26, 2022
- **63rd AGIA Annual National Convention cum Seminar**, October 12-15, 2022
- **2021 Tax Updates Seminar**, October 26-27, 2021
- **75th PICPA Annual National Convention**, November 25-28, 2020
- **Registration & Taxation of Online Selling Business**, August 12, 2020
- **How to Survive your BIR Audit**, August 2, 2019
- **How to Communicate with Diplomacy, Tact and Credibility**, February 2, 2019
- **FS Review and Analysis (Identifying False Financial Reporting)**, February 2, 2019
- **Value Added Tax**, January 19, 2019
- **Managing BIR Audit**, December 15, 2018
- **Financial Statement Analysis and Review**, December 8, 2018
- **Code of Ethics for Professional Accountants**, December 8, 2018
- **Business Fraud**, November 14, 2018
- **Personality Development**, November 24, 2018
- **Payroll, Withholding Tax Compensation and Fringe Benefits Under the New TRAIN Law**, October 27, 2018
- **Withholding Tax Final and Expanded Tax Under TRAIN Law**, October 13, 2018
- **Updates on IFRS: IFRS 9, 15 and 16**, September 22, 2018
- **PFRS for Small Entities**, July 28, 2018
- **Tax Reform for Acceleration and Inclusion (TRAIN)**, May 12, 2018
- **Special Laws in Taxation**, April 7, 2018
- **Tax Reform for Acceleration and Inclusion (TRAIN)**, February 27, 2018

I hereby certify that the information contained in this application are true and correct to the best of my knowledge and belief.


Jennifer M. Aviles, CPA