

ANSELMA SEBASTIAN REYES

E-5 B7 L21 Crismor Avenue, Elvinda Village

San Pedro, Laguna 4023

Tel. No. +63 (2) 2141009

Mobile No. +09176024251

Email: skippoz.feelizia@gmail.com

SUMMARY OF QUALIFICATIONS:

- Proficient in all phases of accounting, project management, business systems analysis, strategic planning and documentation, and compliance monitoring.
- Experienced in using Online/Offline Accounting Softwares: Quickbooks, MYOB, Xero, Netsuite
- MS Office Proficiency and other Online Tools
- Excellent in written and oral English & Filipino.
- Over 20 years of work experiences in various positions.

WORK EXPERIENCES

June 2011 –May 2012- **Private Tutor (Home Base)**

March 2005 – 2010– **GEMSEARCH AUSTRALIA P/L**

(Cutter, Buyer, Dealer & Exporter of Genuine Australian Opal and Other Gems)

Overseas Representative/Virtual Assistant (5 years)

- Research and Business Development
- Business & Marketing Plan
- Travelled back and forth to Australia for the Jewelry designs and inventory
- Coordinated with Austrade (Philippines) for Opal Export and opening of Retail Opal Shop.
- Project/Product costing
- Administrative/Financial Management
- Coordination with Australian Office
- Development Maintenance of Website and Other Marketing Flyers, Advertisements & Product Information
- Documentation and Registration
- Provided information/Assisted in the decision making regarding business expansions and developments

- Updated and Maintained product listings in various sites and venues.

Oct. 2000 – Mar. 2005 - **MFT INTERNATIONAL CORPORATION**

(Importer/Fabrication/ Dealer/Supplier of Modular Partitions & Office Furniture)

Finance/Accounting Manager (4 years & 5months)

- Designed/Implemented Accounting System
- Directed/Supervised the Finance/Accounting Dept.
- Coordinated with other departments (Purchasing, Production, Operations, Sales and Administrative Dept.)
- Project/Product costing
- Designed & Implemented proper flow of documents from dept. to dept.
- Approved billings & collections.
- Ensure the correctness of records, quotations, billings & other pertinent records.
- Prepared of Financial Statements, Government Reports, Annual Budget and Cash Flow.
- Provided information/Participated/Assisted in the decision making regarding business expansions and developments
- Coordinated with government agencies/internal & external auditor for the improvement of the existing systems and controls.
- Approved/Analyzed discounts/terms of payment and commissions including third parties.
- Conducted evaluation of employees/subordinates.
- Presided/Attended/Reported in the Monthly managers meeting.
- Reported directly to the CEO/Gen. Manager.

Nov.1990 – Dec 1999 – **LONGWELL PHILIPPINES MFG. CORPORATION**

(Electronics Manufacturing, Trading, Import & Export)

Administrative/Finance Manager (9 years)

- Designed/Implemented Accounting System & Controls
- Project Costing/Prepared quotations/product pricing
- Approved/Certified discounts, vouchers, billings and other accounting documents.
- Researched/formulated/implemented employees salaries Schemes and Benefits
- Directed and headed the preparation of collection reports, cash position, budget, cash flow and other reports required/ needed by the management.
- Prepared Financial Statements.
- Provided Financial analysis which directed the company towards expansion and development
- Government taxation/reporting/coordination
- Teamed-up and worked with the directors for the operation of the business

Mar. 1986 – Oct. 1990 - **ORBIT WELLS CONST. CORP.**

(Industrial Deep well Drilling & Land Development)

Chief Accountant (3 years & 7 months)

- Approved/Certified vouchers, billings and other accounting documents.
- Project Costing/Prepared quotations.
- Approved discounts & billings
- Prepared collection reports, cash position, budget, cash flow and other reports required/needed by the management.
- Prepared Financial Statements and Reports.
- Financial analysis
- Government taxation/reporting/coordination

Jan. 1984 – Feb. 1986 - **CRAFTWOOD PHILS. INC.**

(Manufacturer/Exporter of Wooden Furniture)

Chief Accountant (2 years & 1 month)

November 1982 – November 1983 - **FLORA FILIPINA-UCLBCDC (CDCP Toll ways)**

(Landscaping/Subdivision Development)

.Accounting Clerk to Bookkeeper (1 year)

SKILLS

Organization, Team player, Planning, Research, Budgeting, Marketing, Implementation, Coordination, Management, Financial/Cost Accounting, Taxation, Analysis, Computer Proficiency, Photo editing, Blogging, SEO

EDUCATION

Bachelor of Science in Commerce - Major in Accounting with honors

University of the Assumption, San Fernando Pampanga (1981 – October)

Certified Public Accountant - 1982

SEMINARS/TRAINING

Various BIR seminars and other company sponsored training with regards to taxation, management and business development

On-going training for virtual assistants at Sacred VA Institute

PERSONAL BACKGROUND

Born on April 21, 1961 in Candaba, Pampanga, single, **CPA** (License #00050549)

SSS # - 03-7381593; **TIN** -137-367-786: **Driver's License** - N25-04-107719