

**Rhea Liza M. Catungal**  
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**Position Applying for:**

- **Accountant / Accountant Assistant**
- **Junior Accountant / Junior Associate**
- **Payroll Specialist**
- **Finance & Accounts / Accounts Assistant**
- **Administration**
- **Any Finance & Accounting Related**

**OBJECTIVE:**

To seek a challenging position with high quality-oriented organization that will utilize my knowledge, skills, experiences, strengthen my capabilities and develop the greater will of expertise for more efficient and effective kind of work.

**EDUCATIONAL BACKGROUND:**

**Bachelor of Science in Accountancy**  
Centro Escolar University  
Manila, Philippines  
2018-2019

**Bachelor of Science in Business Administration Major in Management Accounting**  
Centro Escolar University  
Malolos, Bulacan, Philippines  
2014- 2018

**ACHIEVEMENTS:**

- 1<sup>st</sup> place in Feasibility Study – Establishment of Storck Public Storage in Bulakan, Bulacan
- Completed 300 hours of Practicum Training
- First Honorable Mention

**QUALIFICATION:**

- Computer Literate in MS Office, Excel, PowerPoint, Outlook and other Internet Applications
- Advanced Excel (Pivot table, Vlook up, IF functions, Sum, LEN and etc.)
- Strong analytical and problem-solving skills
- Proficient in QuickBooks, System Analysis, HR Chronicle, Focus, Human Capital Management
- Good in writing and verbal communication skills
- Ability to handle numerical data and figures
- Able to work effectively with others in a team-oriented environment
- Adaptive and active quick learner employee, hard worker, flexible and able to assume responsibility
- Self-motivated and able to learn on own initiative
- Able to work in highly confidential environments
- Working knowledge of basic accounting principles and payroll practices.
- Experience working with accounting and payroll software.

### **TRAININGS AND SEMINARS ATTENDED:**

- **Certificate of Completion in Managing Your Personal Finance**  
**Certificate of Completion in Start and Improve Your Business**  
Technical Education and Skills Development Authority- TESDA (Government Agency)
- **Seminar for International Work Learning Experience Thru Work and Travel Program of First Place Inc.**  
Centro Escolar University
- **Economic and Financial Learning Program of Bangko Sentral ng Pilipinas**  
DJ Paradise Resort and Hotel Pavillion, City of Malolos, Bulacan
- **Junior People Management Association of the Philippines Bulacan Federation “Generation Z: Hyper connecting Future Managers”**  
Bulacan Capitol Gymnasium, Malolos

### **PERSONAL DATA:**

**Date of Birth** : July 20, 1997  
**Place of Birth** : Sta. Maria Bulacan, Philippines  
**Age** : 23  
**Marital Status** : Single

### **WORK EXPERIENCE:**

**Payroll Specialist & Accountant Assistant**  
**Emirates Consulting Group (Outsourcing Industry)**  
Dubai Internet City, February 14, 2021 to March 14, 2021 \*1 month\*

Role Overview: Collecting and reviewing employee information and working hours, calculating wages, preparing and processing employee payments, and maintaining accurate payroll records.

- Handling payroll of 30 different contractors and clients every 25<sup>th</sup>, 30<sup>th</sup>, and 1<sup>st</sup> week of the month.
- Uploading DEWS Enrollment contribution of ECG employees
- Computes employee take-home pay based on timesheets, daily journey plan, overtime, undertime, loss of pay, fuels of the area managers, benefits, and taxes.
- Answers staff questions about wages, deductions, attendance, and time records
- Adheres to payroll policies and procedures and complies with relevant law
- Aligning the actual payroll to HR Chronicle system
- Identifies, investigates, and resolves discrepancies in timesheet and payroll records
- Review new and termed employees report weekly to ensure all payroll related information are entered accurately of these different contractors.
- Entry and follow-up of employees’ deductions, loans, additions, commissions, unpaid leaves
- Check cash vouchers and all other invoices and cash
- Coordinate with Finance and Accounts for Pre and post Payroll activities
- Creating Customer Ledgers, Prepare SIF Files and upload into bank portal.
- Processing payments thru Local Bank Transfer, Wage Protection System & Al Rostamani

- Process Settlements Daily for Vacations, Leave encashments, Margin, Agency fee, Insurance, Visa, Full and Final Settlements, Billing, Claims, Reimbursement Voucher and Invoicing.
- Ensure all Payroll inputs has required approvals in place before updating in the System
- Maintain manual and electronic documents, files, and records to provide accurate information in compliance with established guidelines.
- Review Payroll compliance matters and key annual audits and external financial audit.
- Exercise discretion and security in order to maintain confidentiality and protect access to electronic payroll systems.
- Honours confidentiality of employees' pay records.
- Completes payroll reports for record-keeping purposes or managerial review.

#### **Accounts Assistant and Accountant**

##### **Agro Industrial Development Corporation (Real Estate Industry)**

Guiguinto, Bulacan, Philippines, May 2018 to January 2020 \*1 year and 8 months\*

Role Overview: Maintaining accurate books on accounts payable, accounts receivable, payroll, and daily financial entries and reconciliations

- Encoding, preparing and updating of Daily Collection Report (DCR), Statement of Account (SOA) and Unpaid Water Bills
- Handling incoming cash and posting it into relevant bank accounts
- Receiving and processing all invoices, expense forms and request payments
- Managing and Updating Monthly Amortization Tabulation of Clients, Transmittal official receipts of clients and Delinquent Clients for Disconnection
- Inventory count of office supplies and paying BIR (Finance Government Agency) Tax through Banks
- Processing and disbursement of weekly payroll
- Reviewing and Filing of Daily Collection Record, Check Vouchers, Tax Declaration of Real Property Discrepancy, Bureau of Internal Revenue forms and Documents from Rural Development
- Management of petty cash fund including monitoring of daily cash flow
- Checking the Monthly Amortization schedule, Subsidiary Ledger and Official Receipt of Pre-amortization or Equity
- Assisting clients in paying Bills and Monthly Amortization
- Receiving phone calls and assisting clients in paying their bills
- Releasing Official Receipts of Amortization or Equity.
- Responsible in preparing list of Delinquent Clients for Disconnection
- Reviewing the Tax Declaration of Real Property Discrepancy
- Filing Tax Declaration and received documents of Caluag property in Regional Trial Court of the Philippines (Government Agency)
- Bank deposits through online banks

#### **Accountant cum Secretary**

##### **Robeliza Forwarder (Logistic & Trading Industry)**

Bulacan, Philippines, April 2017 to May 2018 \*1 year and 1 month\*

- Post and process data entries to ensure all business transactions are recorded
- Handle petty cash and other day-to-day transactions
- Prepares payrolls, reports and other department documents
- Prepares daily sales report and daily expenses report
- Collecting billings cheques

- Preparing source of data for computer entry by compiling and sorting information
- Encoding transaction entries in Quickbooks and Tally
- Maintaining database by entering new and updated customer and account informations
- Securing information by completing data base backups

**Junior Accountant cum Office Assistant**  
**Styrotech Corporation, Philippines (Retail & Manufacturing Industry)**  
 Meycauayan, Philippines, March 2016- April 2017 \*1 year and 1 month\*

- Manage the incoming and outgoing correspondences via email and calls
- Receiving and dispatching mail and deliveries
- Monitoring inventory, office stock and ordering supplies
- Personal filing of Office Correspondence
- Organizing and checking invoices, vouchers and reconciling receipt, accounts payable and receivable
- Ensure the timely reporting of all monthly financial information
- Assist in the processing of balance sheets, income statements and other financial statements according to company accounting guidelines
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings

**I hereby certify that the above information is true and correct to the best of my knowledge and belief.**

**RHEA LIZA M. CATUNGAL**  
**APPLICANT**