

KRIZIA Q. CARVERO, CPA

CAREER OBJECTIVE

Efficient professional with 9+ years of experience and a proven knowledge of Accounting expertise, audit controls, and budgeting. Aiming to leverage my skills to successfully fill the a role that best fits my credentials and maximize my potential at your company.

EXPERIENCE

VIRTUAL ASSISTANT/FREELANCE ACCOUNTANT

October 2021-Pesent

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Manage balance sheets and profit/loss statements.
- Respond to emails and phone calls.
- Schedule meetings.
- Prepare customer spreadsheets and keep online records.
- Organize managers' calendars.
- Perform market research.
- Create presentations, as assigned.

FINANCE ANALYST

SAN MIGUEL BREWERY INC., DUMAGUETE CITY, NEGROS ORIENTAL / Aug 2013 – June 2022

- Prepares monthly Financial Report of the Logistics Department and provides variance explanations for various accounts.
- Prepares annual budget. Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
- Overlooks sales office operations and ensures adherence of Accounts Specialist as well as our Logistics Service Provider to policies set by the company.
- Prepares reports using computer spreadsheets.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Compile, administer, and grade examinations, or assign this work to others.

REFERENCES

References available upon request

✉ kriziaquillan@gmail.com

☎ (926) 668-6512

📍 TUBOD DUMAGUETE CITY,
Negros Oriental, 6200

EDUCATION

SILLIMAN UNIVERSITY

NEGROS ORIENTAL

Bachelor of Science (B.S.)

Accountancy (May 2012)

ADDITIONAL SKILLS

With experience in facilitating a team and organizing team activities.

Exceptional in written and verbal English.

Proficient in Microsoft Word, Microsoft Excel, and PowerPoint Demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings.

With great analytical skills and can easily learn things with proper mentoring.

CERTIFICATIONS

Certified Public Accountant

Certified Financial Adviser

Quickbooks Certified ProAdvisor