



# MEA ALLYZA ADAN

Certified Public Accountant  
Master in Business Administration

## About Me

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

## Education

### **Juris Doctor**

Philippine Christian University | 2021-2022

### **Juris Doctor**

Bulacan State University | 2019-2021

### **Master in Business Administration**

La Consolacion University of the Philippines | 2017-2019

### **Bachelor of Science in Accountancy**

San Beda University | 2010-2014

## Work Experience

### **Accountant**

**(Teemcorp Inc., December 2022- Present)**

- Preparation of tax returns for individuals, company, trust, Super Funds and partnership
- Computation of CGT and depreciation schedule and other ATO schedules
- Prepare and complete electronic workpapers
- BAS's and other business services tasks as required.
- Daily Bookkeeping task

### **Accountant**

**(Aretex Philippines Outsourcing Incorporated, January 2022- December 2022)**

- Daily bank reconciliations
- Preparation of monthly reports
- Processing of client's day-to-day transactions
- Accounts Payable Management from invoices to payment processing
- Accounts Receivable Management from bookkeeping to reconciliation
- Checking of processes made by junior team member and Email management
- Experience with Xero Accounting Software

## Skills and Interests

- Has good leadership skills
- Organize, neat, motivated, flexible
- Proficient in oral and written communication (English and Filipino)
- Knowledgeable in Microsoft Office (Word, Excel, Powerpoint Presentation)
- Knowledgeable in Adobe Photoshop CS6

## Contact Me

Lyza\_adan@yahoo.com  
09292608548  
BGC Residences

# Work Experience

## **Senior Corporate Accountant A**

**(Philippine Ports Authority PMO –NCR North, November 2015- February 2018)**

- Recording of approved Journal Vouchers to the General journal (Manual).
- Prepares/ generates various journals.
- Post journals in the General Ledger.
- Prepares/ generates monthly reports (Reconciled with the system).
- Monitors/reviews /analyzes schedules and reports prepared by the accounting staff and prepares adjusting/ reclassification entries thru the Journal Vouchers.
- Liquidation of the cash advances in the system
- Pre-audit of the Overtime and Night Shift Differential, Janitorial Services, Security Services, Outsourced Personnel
- Inventory of Office Supplies/ Construction Materials/ Accountable Forms/ Spare parts

## **Bookkeeper**

**(New Vic Construction Corporation, April 2012- November 2015)**

- Reconcile, analyses and records daily transaction in the general journal using standard bookkeeping methods
- Maintains general ledger by posting transaction and recording the status of various accounts and making sure that all accounts are balance
- Prepares trial balance
- Maintains an orderly accounting filing system
- Maintains complete set of financial records

# Achievements and Recognition

- Xero Payroll Certified
- Xero Advisor Certified
- May 2015 Certified Public Accountant Board Passer
- Won First and Second Place in the Philippine Ports Authority New Logo Contest