

# RONNAH MAE BALANE

ACCOUNTING ASSOCIATE



0945-988-8335



ronnahmaebalane@gmail.com



Ramos Street, Cogon Ramos Pob.  
Cebu City, Cebu

## Objective

To engage in a professional career that employs to strengthen expertise and obtain new experiences and ideas for career progression and development.

## Experience

**Redland Properties Inc. August 16, 2022 - June 09, 2023**

TAX ASSOCIATE

- Preparation and filing of Monthly and Quarterly Remittance Return of Creditable Income Taxes Withheld (Expanded) and Quarterly Value Added Tax Declaration.
- Preparation of 2307 upon request.
- Scanning of Official Receipt and Sales Invoice for Input Vat Substantiation.
- Preparation and monitoring of Intercompany transactions Billing or Statement on Account.
- Petty Cash Fund Replenishment Report review and validation.
- Assist Accounting Department for urgent deliverables such as creating accounts payable voucher for commission of sellers and intercompany related transactions and other ad hoc tasks.
- Handles Financial Statement.

## Education

**2015-2020**  
College Education

**Bachelor of Science in Accountancy**  
Saint Paul School of Professional Studies  
Campetic, Palo, Leyte, Philippines

**2011-2015**  
Secondary Education

**Mahaplag National High School**  
Brgy. San Isidro, Mahaplag, Leyte, Philippines

**2005-2011**  
Elementary Education

**Mahaplag Central School**  
Poblacion Mahaplag, Leyte, Philippines

## Qualifications

- Certified Bookkeeper (2020)
- Civil Service Eligible (August 2022)

## Expertise

- Basic Bookkeeping Skills
- Communication Skills
- Proficient in IFCA Accounting Software
- Proficient in Microsoft Application (Excel, Word, Outlook and etc.)
- Interpersonal Skills