

AZINETH MAE T. BATULA, CB, CPA

Zone 2, Campetic, Palo, Leyte

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PROFESSIONAL SUMMARY

A newly certified **Certified Public Accountant (CPA)** and **Certified Bookkeeper (CB)** with strong knowledge of accounting principles, financial reporting, and regulatory compliance. Equipped with excellent analytical skills, attention to detail, and experience in managing business operations. Eager to contribute to a dynamic organization by supporting financial operations and decision-making while continuously developing professional expertise.

EDUCATION

Saint Paul School of Professional Studies – Palo, Leyte

Bachelor of Science in Accountancy | 2022

- With Distinction (2021–2022)
- Dean's Lister (2020–2021)

St. Mary's Academy of Palo – Palo, Leyte

Senior High School, General Academic Strand (GAS) | 2018

- With Honors

Campetic Elementary School – Palo, Leyte | 2012

- Class Salutatorian
 - Leadership Awardee
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CERTIFICATIONS & LICENSES

- **Certified Public Accountant (CPA)** – RA 1080, PRC (2025–Present)
 - **Certified Bookkeeper (CB)** – National Institute of Accounting Technicians (2021–Present)
 - **QuickBooks & Xero Training Completed**
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WORK EXPERIENCE

Owner / Manager | Merchandising Business

August 2022 – October 2024

- Managed inventory: handled product purchasing, stock monitoring, and regular inventory counts
- Performed bank reconciliation and tracked sales, expenses, and financial records

- Ensured compliance with basic financial and business requirements to maintain profitability.
- Processed customer billing and managed payments and order fulfilment
- Provided responsive customer service via chat, messages, and social media platforms
- Created and posted marketing content on social media to drive engagement and sales
- Handled order processing and coordination with couriers for delivery
- Ensured efficient day-to-day operations and maintained high customer satisfaction.

Accounting Intern | Saint Paul School of Professional Studies

July – October 2021

- Prepared a position paper on business going concern status and tax collection during the pandemic.

Monitoring & Enforcement Division Intern | National Telecommunications Commission – Region VIII

November 20 – December 4, 2017

- Performed clerical duties such as data entry (Microsoft Excel), and email communication.
- Assisted in organizing, sorting, and maintaining office records (digital and physical)

SKILLS

- Financial Accounting & Bookkeeping
- Audit Knowledge & Compliance
- QuickBooks & Xero Proficiency
- MS Word & Excel Proficiency
- Business Operations Management

REFERENCE

Marilou E. Malquisto

AVP – Academic Quality, Accreditation and Evaluation

Saint Paul School of Professional Studies

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