

MERZETH BLAIRE B. OLLERAS

Licensed Certified Public Accountant

☎ 0968-549-7942

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📍 Baybay City, Leyte, Philippines 6521

ABOUT ME

Goal-driven CPA with 9+ years of progressive experience in accounting and full financial management. Skilled in full-cycle bookkeeping, financial reporting, and compliance with Philippine tax regulations. Adept at streamlining processes, improving internal controls, and providing accurate, timely financial insights to support strategic decisions.

EDUCATION

Saint Paul School of Professional Studies, Palo, Leyte | 2015

Bachelor of Science in Accountancy

Cum Laude

Visayas State University, Baybay, Leyte | 2017

Masters in Management

12 units

WORK EXPERIENCE

Department of Public Works and Highways | 2018-present

Accountant II

Assists the Chief of Finance Section in day-to-day management of the Office. Ensures accuracy of the general ledger entries, account reconciliations, and journal adjustments and timeliness of financial data. Prepares monthly, quarterly, and annual financial statements in compliance with Philippine accounting standards and tax regulations. Supported external and internal audits by compiling schedules and documentations.

Department of Public Works and Highways | 2015-2018

Administrative Assistant (Job Order)

Provided day-to-day administrative support, including managing schedules, preparing correspondences, and handling calls and emails. Maintained accurate records and filing systems, ensuring easy retrieval of financial and operational documents. Assisted with basic bookkeeping tasks such as journalizing financial transactions.

SKILLS

- Advanced in Microsoft Excel
- Proficient in eNGAs
- Effective communication and reporting skills

REFERENCES

WENYLOU L. COSTILLAS
0939-934-4308

RAD V. DOGUILLES
0947-806-8860