



**DANILITA C. ELI, CPA**  
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Philippines  
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**OJECTIVES:**

1. To secure a position in the field of accounting where I can use my profession with computer skills, analytical and detail-oriented skills.
2. To engage in an environment with new challenges with courage, strong will and positive mind.
3. To gain learning experiences and be employed in a stable establishment for a greener pasture.

**QUALIFICATIONS:**

- Capable of team work
- Ability to handle multiple tasks
- Goal oriented and ready to take initiatives
- Knowledge of operating systems like Microsoft Word, Excel, Access, PowerPoint, Internet, QuickBooks, IFCA(CMS) and SAP System

**EMPLOYMENT HISTORY:**

**PASAR SPES Beneficiary during summer(2007,2008,2009 & 2010)**

1. Files & sort out accounting documents.
2. Check invoice against purchase order and receiving report.
3. Other clerical works the Accounting employee may direct to do so.

**MAC BUILDERS**

Ormoc City, Leyte Philippines

**Junior Auditor                      December 8, 2011-January 26, 2012**

1. Make and generate reports required to support in conducting auditing procedures
2. Prepares reportorial requirements to be submitted to company management
3. To conduct audit of all company projects and departments as a regular basis or spot basis.

**Accountant                      January 27, 2012-March 15, 2019**

1. Review details and figures accuracy, counter-check correct posting and classification of accounts and countersign of Vouchers.
2. Review and countersign transaction and/or general journals.
3. Review, counter-check and sign Payroll details prior to approval of the President.
4. Prepares monthly payroll for VPs and Department Heads.
5. Review, check and approve all revolving & advance liquidations.
6. Prepares reversal and adjusting entries of any transactions if required.
7. Monitor and examines recording of day-to-day transactions to company's Book of Accounts and Accounting System.
8. Compute, counter-check and submits monthly, quarterly and annual BIR returns and reports through its Electronic Filing and Payment System (EFPS).
9. Consolidates data, computes and prepares report for top management as required.
10. Facilitates the Bookkeeper's manual filing of BIR Returns and other important BIR reportorial requirements.
11. Prepares and maintains In-house Financial Statements with corresponding support schedules and protects the company by keeping financial information confidential.
12. Prepares Audited Financial Statements for annual filing of Income Tax and Interim Financial Statements upon management's request.
13. Review and check customer's Sales Invoice and Statement of Accounts.
14. Assists VP Finance in monitoring company policies, systems, process flows and procedure manuals' consistent implementation and coordinate any determined incompliance.

**VISAYAS STATE UNIVERSITY-ISABEL CAMPUS**  
**Barangay Marvel, Isabel, Leyte**

**Accountant                      March 18, 2019-Present**

1. Review details and figures accuracy, counter-check correct posting and classification of accounts and certifies disbursement vouchers.
2. Prepares Financial Reports and corresponding schedules.
3. Recommends to the Chancellor the allocation of funds for Administrative and maintenance of the college.
4. Assists in the preparation of monthly remittances especially its internet submission and posting.
5. Updates subsidiary ledgers of all funds.
6. Pre-audits all financial transactions and directs the control of budget allocations and balances.

7. Prepares recap of releases for each year and computes possible savings.
8. Prepares request and justifications for supplemental budget whenever needed.
9. Assists Director of Administration and Finance Office in developing strategic plans.
10. Prepares various reports for accreditation.
11. Supervise the personnel under Accounting & Budget Office.
12. Performs such other functions as the Dean of the college may delegate.

#### **EDUCATION:**

- Bachelor of Science in Accountancy at Western Leyte College of Ormoc City, Inc. - 2006-2011
- Passed the Certified Public Accountant (CPA) Board Exam - October 2011
- Master of Management at Palompon Institute of Technology, Palompon, Leyte - 2019-present

#### **TRAINING AND ACHIEVEMENTS:**

- Attended Training for Professional Advancement regarding taxation updates - September 2012
- Participated the Eastern Visayas Regional Conference with the theme "The CPAs Towards World Class Excellence" - January 2013
- VP for Academic of Junior Philippine Institute of Accountants in WLC, 2009-2010
- Chosen as one of "The Most Outstanding Students" last March 2011 of BS in Accountancy
- Attended Training on Systems Applications and Products in Data Processing(SAP) Software System-Finance Module - June 2016 & March 2017
- Attended Seminar on "Train Law" - February 28, 2018
- Attended Seminar on Republic Act No. 9184 and its Implementing Rules and Regulations - March 2019
- Attended Seminar on Laws & Rules of Government Expenditures - June 2019
- Completed the 3-day seminar on Disaster Risk Reduction Management conducted by NGCP - June 2019
- Attended Seminar-Workshop on Coaching & Mentoring - May 2021
- Attended Virtual Training on RA9184 and its IRR - May 2021

**REFERENCES:**

Name: Manolito Edaño, CPA, MBA  
Position: College Dean of Accountancy in WLC  
Mobile No.: 09474683635

Name: Ruby M. Dy  
Position: Mac Builders HR Manager  
Contact No.: 561-0163 local 121

Name: Dr. Luzviminda A. Tajos  
Position: College Chancellor of Visayas State University-Isabel Campus  
Mobile No.: 09459851491