



VINCE JARNY M.

ROSAUPAN

0962-711-2952

**Brgy. Cogon Baybay City,
Leyte**

vincejarnt@gmail.com

CAREER OBJECTIVE

"To provide excellence and transparency when it comes to audits and financial reports as well as to meet the necessary expectation of the organization and other stakeholder.

SKILLS

- Proficient in Microsoft software
- English proficient in oral and in writing
- Expose and proficient on accounting tools and reports
- Understands well on accounting transactions and others
- Adaptable to any changes
- Proficient on using Google applications such as google drive, google excel and word

Information

Weight: 115kg **Height:** 5'8 ft

Religion: Roman Catholic

Sex: Male **Age:** 25 yrs. Old

Citizenship: Filipino

Mother: Josephine M. Rosaupan

Father: Arvin M. Rosaupan

Sibling: Vanezha Joy M. Rosaupan

EDUCATIONAL BACKGROUND

Saint Paul's School of Professional Studies

A.Y June 2016 – April 2018

Bachelor of Science in Accounting Technology

Leyte Normal University

A.Y 2018- 2020 - *unfinished*

Master in Management- Human Resource Management

WORK EXPERIENCE

River Valley Distribution Inc.

November 2018 – May 2019

Tax associate/ Clerk

- Posting of transactions on a daily basis such as accounts payable.
- Preparation of tax to be declared in BIR.
- Other tasks assigned.

River Valley Distribution Inc.

June 2019- December 2019

Officer-in-charge Logistic Department

- All functions of the department is seconded during the absence of the department head.
- Posting Receiving Report, Stock transfer, and adjustments on a daily basis.
- Implemented and processed bin transfers in the department.

AKIVA Holdings Inc.

January 2020 – Present

Corporate Internal Auditor

- Audited weekly expense report accounts payable, accounts receivable and claims of the company.
- Prepared & audited of Financial Statement, Cash Conversion Cycle and Monthly sales of each business units.

CERTIFICATIONS

CERTIFIED BOOKKEEPER (CB)

Recognized by the following organization:

- **National Institute of Accounting Technicians (Local)**
- **Institute of Certified Bookkeeper (ICB) (U.K)**

CHARACTER REFERENCE

JACQUELINE OGQUING

AKIVA HOLDINGS INC.

Corporate Controller/ Director

09567535543

ANGELLI CAIDOY

River Valley Distribution Inc.

Company Accountant

09481214738

KRISTINE TINGZON

AKIVA HOLDINGS INC.

Corporate Internal Auditor

09380086259