

MERZETH BLAIRE

BALEOS-OLLERAS, CPA



blairebaleos@gmail.com



0968-5497-942



Baybay City, Leyte 6521

SKILLS

- Expert in Electronic National Government Accounting System (eNGAS)
- Knowledgeable in Department of Budget and Management (DBM) Apps Portal
- Proficient in Microsoft Office applications
- Expert in making Financial Statements in accordance to Government Accounting Manual (GAM)
- Administrative Support
- Tax Law understanding

EDUCATION

Visayas State University

Baybay City, Leyte

Masters in Management

- Academic Year 2016-2017 (earned 12 units)

Saint Paul School of Professional Studies

Palo, Leyte

Bachelor of Science in Accountancy

- Cum Laude
- Academic Year 2010-2015

Franciscan College of the Immaculate Conception

Baybay City, Leyte

Secondary Education

- Academic Year 2006-2010

Baybay North I Central School

Baybay City, Leyte

Elementary Education

- With Honors
- Academic Year 2000-2006

PROFESSIONAL SUMMARY

Certified Public Accountant proficient in Government Accounting Manual (GAM), tax fillings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact to an organization.

WORK HISTORY

Department of Public Works and Highways – Leyte Fifth District Engineering Office

Baybay City, Leyte

Accountant II

July 31, 2018 to present

- Assisted the Chief Accountant in supervising the Finance Section, including journalizing entries to the Electronic Government Accounting System (eNGAS), preparing Financial Reports to different Government Agencies concerned and other related tasks assigned.
- Prepares monthly, quarterly and annual Financial Statements from all Fund Cluster in accordance to Government Accounting Manual (GAM).
- Remits Monthly/Quarterly/Annual Taxes Withheld to Bureau of Internal Revenue (BIR) through eFPS.
- Prepares Monthly Bank Reconciliation Report.
- Prepares Financial Accountability Reports – 4 & 5 (FARs).

Administrative Aide VI (Job Order)

December 2015 – July 30, 2018

ADDITIONAL INFORMATION

- Willing to be trained and mentored.
- Can accomplish assigned tasks promptly and effectively.
- Can work with others to produce and deliver quality work.
- Can communicate and deal with people in order to cultivate professional relationship with colleagues and clients.

INTEREST/S

- Plays the violin
- Volleyball enthusiast

