



MARESOL B. YAKIT

Professional Goals

Organized and self-motivated individual with leadership experience and ability to work independently. Willing to learn and can easily adapt to the environment. Looking to obtain the position of an Administrative Officer IV at VSU-Main Campus. Offering my experience in Auditing, Taxation and other Admin-related Services.

Get in touch!

Mobile:

09109079926

Email:

gdaresyakit@gmail.com

Address:

Daclizon St. Guinarona Dagami,
Leyte 6515

Specializations

- Bookkeeping services
- Microsoft Word
- Microsoft Excel
- Photoshop & Graphic Designing
- Interpersonal Skills
- Able to handle multiple task
- Ability to work under pressure

Work Experience

External Auditor

Barbacena, Tandingan & Co., CPAs | November 2017 - October 2020

- Responsible for the preparation and management of the company's petty cash fund.
- Performs actual accounting and bookkeeping services depending on the engagement agreed with the clients such as filing of monthly, quarterly and annual BIR returns and recording of clients business transactions.
- Performs auditing services such as vouching, inventory counts and analysis of clients financial statements.
- Formulate findings based on the audited documents presented by the clients and present them together with the recommendations to improve company operations to the officer in charge.
- Prepares complete set of Financial Statements including its necessary attachments.
- Monthly client visits for bank reconciliation and bookkeeping.
- Processing of clients requirements such as Business Permit application, SSS, PHIC, HDMF, SEC and BIR registration.

Education

EASTERN VISAYAS STATE UNIVERSITY - TANAUAN CAMPUS

From 2012-2017 | Bachelor of Science in Accountancy

- **Best Female Presenter** : Final Defense of the Feasibility study: MARC BOOKSTORE
- **Best in OJT** : Best Performance of On-Job-Training Skills Competency at LandBank of the Philippines-Main Branch Tacloban City
- **Leadership Awardee** : Highest outstanding performance of Leadership in Curricular, cocurricular, extra-curricular activities throughout the five year pursuit of the program.
- **Resource Speaker** : Seminar in Bookkeeping with the theme: "BOOKKEEPING: Building One's Oblivious Knowledge and Skills in Emerging Wider Range of Business Opportunities."

Trainings and Seminars:

- **Tax Updates (TRAIN LAW) and Tax Practice** on February 15-16, 2020
- **CERTIFIED TAX TECHNICIAN**
Certificate No. 04686
issued by: Philippine Association of Certified Tax Technicians, Inc.
- **NCIII IN BOOKKEEPING**
Certificate No. 16083703000067
issued by: Technical Education and Skills Development Authority

Reference:

EDBRYAN L. YEPES, CPA

State Auditor II - Commission on Audit
09663207790

JAMAICA O. ANGELES

Senior External Auditor - Barbacena, Tandingan & Co., CPAs
09567286859

CATHERINE G. PAMINIANO

Admin Assistant - Department of Social Welfare & Development
09355939003