

Louise Kim Gulay, CPA

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P. Ybanez Street, Poblacion I,

Hindang, Leyte



CAREER OBJECTIVE

To obtain a wider scope of knowledge and experience in accounting practice and to enhance my potentials through trainings and experiences in pursuit of being a well-rounded person

WORK EXPERIENCE

Accountant I

Philippine Statistics Authority | October 05, 2021 - present

- Certifies availability of funds of all money claims in the concerned province;
- Examines, verifies, and reviews purchase orders, vouchers, payrolls, and other related documents to ascertain that the documents are in conformity with the existing policies and in accordance with the accounting and auditing rules and regulations;
- Ensures that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they are in balance with the control account;
- Prepares and certifies the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports; and
- Gives technical advice on financial matters and prepares/reviews various financial correspondence for the signature of the head of the office.

Administrative Support Staff

Technical Education and Skills Development Authority | June 16, 2021 - September 30, 2021

- Assists in the preparation of monthly, quarterly, and annual financial statements;
- Assists in the preparation and submission of other reports to the COA resident auditor and the TESDA Central Office;
- Assists in the monitoring of scholarship programs;
- Assists in the preparation and submission of monthly, quarterly, and annual FAR reports to the Department of Budget and Management through the URS;
- Coordinates and helps the other department or unit in the office and the provincial offices for the documents and data needed in the reports;
- Assists in the checking and verifying the entries in the journals; and
- Assists in checking the completeness of the documents attached in the disbursement vouchers.

Tax Compliance Supervisor

Crown lifestyle.Net, Inc. | January 20, 2020-April 9, 2021

- SEC Compliance (General Information Sheets, SEC form 17-Q, Amendments)
 - Processing of Accounts Payables (Prepares journal entries and BIR Form 2307)
 - Tax Preparation (EWT, WTC, VAT, and ITR - corporation and individual)
 - Tax Filing (Manual and eFiling and Payment System)
 - BIR requirements (SAWT, Alphalists, VAT Relief)
 - Quarterly and annual financial statement preparation
 - Supervision of Staff
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EDUCATIONAL TRAINING

University of the Philippines Visayas Tacloban College

Bachelor of Science in Accountancy

- Attended August 2014 to June 2019
- Graduated Cumlaude
- SGV Excellence Awardee

Saint Michael College of Hindang, Leyte, Inc.

Secondary Education

- Attended June 2010 to March 2014
- Graduated Class Valedictorian

AWARDS AND ACHIEVEMENTS:

CPA Licensure Examination

October 5,6 & 12, 2019

CPALE Passer

Civil Service Examination

March, 2017

CSE- Professional

CHARACTER REFERENCES

Artemio G. Salonooy II, REE
Electro-Technical Cadet Anscor
Swire Ship Management
Corporation
0966-364-0153

Pauline Campanero, CPA
0949-572-1060

Catherine Joyce Trasmonte, CPA
Supervisor - External Audit
Scrubbed
0917-620-0521
