

MARIA CHRISTINA LUMAYNO-TORRES

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Career objective:

To pursue a highly rewarding career, seeking for a job in a challenging and healthy work environment where I can utilize my skills and knowledge efficiently and effectively for organizational growth.

Working Experience:

Accountant I
Provincial Government of Leyte
Hilongos District Hospital
Leyte, Philippines

July 1, 2014 – Present

- Processes the patient's benefit claims conscientiously and in timely manner to benefit the patient and the hospital as well with an average of 20 claims per day;
- Prepares payrolls and vouchers for salaries, incentives and other claims of personnel and ensures that withholding taxes are properly computed;
- Responsible for ensuring that Accounts Receivable for the month are all accounted for;
- Prepares vouchers for utilities (e.g. electric, water and telephone bills) and ensures that payment is updated to avoid penalties.
- Prepares ad hoc reports and assists in administrative work.

Tax Executive
Stephen McLaren Consultants Pte Ltd
Singapore, Singapore

Apr 17, 2012 – Dec 15, 2013

- Prepares income tax computations and other tax compliance matters of more than 60 companies and individuals under my portfolio;
- Liaise with the tax authorities on tax related issues;
- Assisting client to attend to tax queries raised by the Comptroller of Income Tax as part of the tax authority's annual compliance programme and seeking waiver of late filing / payment penalties in connection with withholding tax filing under Voluntary Disclosure Programme;
- Ensures that my clients are well advised of any new tax rulings, advise on tax implications and timely response to clients on their inquiries;
- Perform ad-hoc project as may arise.

Tax Analyst

Oct 4, 2010 – Apr 15, 2012

Shell Shared Services Asia B.V. -Manila

Makati Philippines

- Analyses and prepares sales and use tax return for various states in the US for various Shell entities.
- Handles complex returns with an average of 20 returns per month.
- Review, analyses and resolve vendor tax error in queue with an average of 200 invoices per month with a goal of minimizing error in the future.
- Focal point for stakeholder community on any items or issues that requires Tax process knowledge or experience;
- Documents activity including: reports, reconciliation's, correspondence;
- Performs ad hoc activity as requested.

Accounts Assistant

Jun 7, 2008 – December 8, 2009

Dubai Rapid Link Consortium**Japan-Turkey Metro Joint Venture**

Dubai, UAE

- Performs the day to day processing of accounts payable to ensure that finances are maintained in an effective, up to date and accurate manner;
- Handles petty cash;
- Reconciles and analyzes the accounts;
- Assist in resolving all on-hold A/P accounts;
- Provide timely and accurate response to all A/P Inquiries;
- Perform vendor account reconciliations;
- Performs other related duties as required.

Tax Accountant

Aug. 16, 2005 – May 31, 2008

Philippine Airlines, Inc.

Makati, Philippines

- Handles foreign taxes like GST and corporate income tax of China, Canada, Singapore and Thailand.
- Ensures that financial schedules, reports and statistical information to statutory government bodies, management are prepared timely.
- Assist the manager in handling corporate tax issues and compliance requirements for foreign countries.
- Ensure accuracy and timeliness of filing/remittances of Real Property Tax, Documentary stamp Tax, excise taxes, and Value-Added Tax and analysis of affected accounts.
- Assist in the preparation of accurate and timely schedules of supporting documents regarding other issues handled by our division.
- Coordinates with concerned divisions with regards to tax authorities new rulings and issuances to ensure tax compliance.
- Participate in ad-hoc financial projects and studies.

Accounting Clerk
Philippine Airlines, Inc.
Makati, Philippines

Nov 25, 2003 – Aug. 15, 2005

- Processes and validates deposit slips from the Remittance Reports of Philippine-Based Offices and set-up it in Oracle 11i Accounts Receivable (A/R) module;
- Ensures prompt and correct application of payments of ticket offices remittances to its sales invoice as well as credit card payments;
- Preparing monthly accrual for the cash collections made that was not yet booked for the month;
- Processes and validates Remittance Reports of Agents and set-up the same in the books;
- Extracts, analyzes and reconciles the Expanded Withholding Tax entries booked in A/R to ensure its validity and accuracy;
- Prepares Debit Memos for penalty on delayed remittance;
- Analyzes transactions and preparation of Aging Analysis or AR PROFILE used for monitoring outstanding balances of agents;
- Coordinates with and assists Credit and Collection in the evaluation and assessment of agent in preparing the Statement of Accounts of agents.

Loans Assistant
Centennial Savings Bank, Inc.
Pasig City, Philippines

July 10, 2003 – Nov. 15, 2003

- Monitors the collections for the month and take corrective actions regarding overdue accounts.
- Records the transactions for the day in the books.
- Prepares monthly and quarterly accurate reports for Bangko Sentral ng Pilipinas requirements and for internal purposes.
- Assist in the prompt collection of accounts receivable by sending letter of collection and reminding respective clients.

Professional Qualification:

- Certified Public Accountant – Issued by the Professional Regulation Commission - Philippines
Registration No: 0108872

Education:

Saint Joseph College – Maasin Southern, Leyte
Degree: Masters of Business Administration
June 2017 to May 2020 (45 units)

University of San Carlos – Cebu City, Philippines
Degree: Bachelor of Science in Accountancy
Graduated March 2002

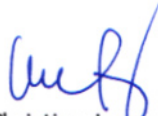
Personal:

Nationality: Filipino
Language spoken: English and Filipino
Civil status: Married
Date of Birth: December 25, 1981

Character Reference:

Available upon request.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



Maria Christina Lumayno-Torres
Applicant