



# Faith Antonette O. Casas

## Certified Bookkeeper

National Institute of Accounting Technicians

A Bachelor of Science in Accountancy graduate, seeking a job opportunity that will enable me to utilize and leverage my educational skills in the best possible way for achieving the institution's goals. I am hardworking, competent, and eager to improve my professional skills.

## Contact

### Phone

0908-146-5179

### Email

[casasfaithantonette@gmail.com](mailto:casasfaithantonette@gmail.com)

### Address

Ibarra, Maasin City, Southern Leyte

## Education

2020

### BS in Accountancy

The College of Maasin

2015

**Maasin Christian Academy**  
Highschool

## Skills

- Bookkeeping
- Strong Communication Skills
- Hardworking
- Honest
- Reliable
- Microsoft: Excel  
PowerPoint  
Word

## Language

English

Filipino

## Experience

### December 2021 - May 2023

City Accountant's Office I Maasin City, Southern Leyte

#### **Admin. Aide I (Job Order)**

- Reflect entries from Journal Entry Voucher to Disbursement Journal Book and Cash Receipt Journal Book.
- Update depreciation of Property, Plant, and Equipment.
- Update Ledger Card of Property, Plant, and Equipment.
- Carding of telephone bills and processing concerns related to telephone and internet.
- Filing the Expanded Withholding Tax for Innove (Globe) Account.

### February 2021 - February 2022

Systems Technology Institute I Maasin City, Southern Leyte

#### **Part-time Senior High School Teacher**

- Teaching Loads: Marketing, Entrepreneurship, Business Mathematics and Basic Accounting.

### December 2018 - January 2019

Maasin City Treasurer's Office I Maasin City, Southern Leyte  
**Office Clerk Assistant (OJT)**

- Assist in processing business renewals.

### November 2018 - December 2018

National Tire and Service Center I Maasin City, Southern Leyte  
**Office Clerk Assistant (OJT)**

- Assist in disbursing transactions.
- Organize inventory account titles.

## Character Reference

- Joje Carbonilla I Maasin City Hall-Bookkeeper I 0915-743-8112
- Donn Justin O. Buloz I STI Administrator I 0920-253-8554
- Dr. Willie T. Labastida, LPT I CM Instructor I 0920-2854-954

## Trainings & Certifications

- Automating the Accounting Process: "Will Accountants Be Replaced by Robots?" - ATC 2021
- Common Business Fraud Schemes Every Accountant Should Know- ATC 2021
- Income Tax on Individual Versus Corporation-Accounting Technician Congress 2021
- Other Transfer Taxes- KPMG in the Philippines 2020
- Personal Income Tax- KPMG in the Philippines 2020
- Tax Remedies- KPMG in the Philippines 2020
- One STI Educators Training- Certified by Systems Technology Institute (STI) 2020