

ROA KATHLEEN B. GAYO

28 years old

March 14, 1996

Brgy. Can-adieng, Ormoc City

Leyte, Philippines

Contact No. 09533647889

Email: rkg.phonix@gmail.com

**OBJECTIVE:**

BS Accountancy graduate with 8+ years experience of processing payables, VAT & Withholding Tax computations, bookkeeping, financial reporting and project development officer. Applying any position that fits unto my qualifications to leverage my skills and experience and contribute in the company's growth using my knowledge in the best I can.

EDUCATION:

Elementary	Can-adieng Elementary School	2002-2008
Secondary	New Ormoc City National High School	2008-2012
Tertiary	Western Leyte College Bachelor of Science in Accountancy	2012-2016

Work Experience:

<ul style="list-style-type: none">• Duration: September 3, 2024 – December 31, 2024• Position: Project Development Officer II• Name of Agency/Organization and Location: Department of Social Welfare and Development Regional Field Office 8 (DSWD-RF08)
<ul style="list-style-type: none">• Duration: June 1, 2024 – August 31, 2024• Position: Administrative Aide II• Name of Agency/Organization and Location: Department of Agriculture Regional Field Office 8 (DA-RF08)
<ul style="list-style-type: none">• Duration: September 1, 2020 – April 30, 2024• Position: Accountant• Name of Office/Unit: Banking and Finance Department• Name of Agency/Organization and Location: Brodeth Marketing, Ormoc City
<ul style="list-style-type: none">• Duration: November 14, 2016 – May 30, 2020• Position: Accounts Payable Clerk• Name of Office/Unit: Accounting Department• Name of Agency/Organization and Location: Ormoc Super Shell Service Station, Ormoc City

ROA KATHLEEN B. GAYO

28 years old

March 14, 1996

Brgy. Can-adieng, Ormoc City

Leyte, Philippines

Contact No. 09533647889

Email: rkg.phonix@gmail.com

Seminars and Trainings Attended:

Basic Occupational Safety and Health Training for Safety Officer I

Income Tax Basics, Business Registration & Local Business Taxes Seminar

Data Appreciation Seminar and 2016 ASPBI Launching of Philippine Statistics Authority

Annual Bookkeeper's Forum 2017 & 2018

BIR Withholding Tax Compliance Seminar

Basic Self Defense Training and mixed martial arts

CHARACTER REFERENCES:

Mr. Manolito P. Edano, CPA, MBA

Dean – College of Accountancy and Business

Western Leyte College of Ormoc

Contact No. 09257247788

Mr. Alphonse Mari Ligutan, CPA

CPA Practitioner – First Alpha Services Inc.

Contact No. 09624510833

Mr. Ariel N. Boleche

Provincial Coordinator- DSWD-SLP Samar Cluster

Contact No. 09619602485