

**BEVERLY ANN B. ELNAS, CPA**

Lopfa, Kilim, Baybay City, Leyte

09062464222

*beverlyelnas@yahoo.com.ph*

**PROFESSIONAL SUMMARY**

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An accountant for 10 years of experience. Knowledge in SAP software. Do month end-closing and reporting and account reconciliation. Payroll accountant and process taxes for compliance. Keen to details and dependable.

**SKILLS**

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- Account Reconciliation
- Accounts Payable
- General Ledger
- Microsoft Excel
- SAP
- BIR Compliance
- Payroll Computation

**WORK HISTORY**

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**\*Visayas State University-Main Campus**

Visca Baybay City Leyte

**Accountant I – March 2024 to present**

- Section Head in Bookkeeping Section – Accounting Office
- Assigned in Trust Fund for bookkeeping and consolidation for All Funds
- Encodes and records entries to BAOM for disbursement vouchers/payroll
- Post Transactions to subsidiary ledger and general ledger.
- Consolidate all transactions of the branch campuses such as cash receipts journal, cash disbursement journal, cash disbursement journal, general journal and post it to general and subsidiary ledger.
- Prepare monthly general journal.
- Prepare Trial Balance and financial statements.
- Prepare also schedules of accounts.
- Monitoring of PPEs for all funds, and make quarterly depreciation.
- Preparation on bank reconciliation.

**\*Appleone Properties Inc.**

16<sup>th</sup> Flr., Appleone Equicom Tower, Cebu Business Park, Cebu City

**AP Team Lead – June 2021- Present**

- Responsible for handling accounts payable day to day operation
- Research, analyze and resolve complex accounts payable and vendor related issues internal / external enquiries that cannot be resolved by the payables clerks
- Review transactions and accounting entries with complete attachment before posting to the system
- Coordinate and provide support to different department
- Manage vendor/supplier relations
- Oversee the timely and accurately processing of invoices
- Prepare and provide reports to management in decision making

- Guide and support staff on their tasks assigned
- Preparing monthly accruals
- Provide support in month end closing to C&R Team
- Review agents and brokers commission to be released
- Review monthly expenses if properly recorded and accounted for
- Monitoring of progress billings of contractor

#### **Retained Task Assigned**

- File & Remit BIR like Withholding Tax Expanded, Compensation, VAT and Quarterly Income Tax
- Data entry on BIR Module – Both Alphalist & VAT Relief – Monthly, Quarterly & Annually
- Compute payroll staff and attend queries on their payslip
- Update fixed asset purchases and monitoring of the lapsing schedule of the PPE's

#### **Other Task Assigned**

- Reliever for 3 months as Senior Accountant – GL & CR where task assigned on the preparation of the P/L and BS of the other affiliate company. Review and reconciled account balances.

#### **Senior Accountant- April 2015-May 2021**

- Migration of manual data (excel file) to SAP
- Update and monitor of progress billings of sub-contractors
- Month end closing and reporting - Prepare & submit monthly profit & loss statement
- Reconciliation on account balances per GL & SL account
- BIR Compliance- Remittances on Vat, Wtax Expanded & Compensation, Quarterly Income Tax Return
- Data Entry on BIR Module – VAT Relief & Alphalist
- Compute Staff Payroll & submit to BIR annual alphalist of employees
- Ensure monthly depreciation on PPE is properly recorded and accounted for
- Provide support to audit

#### **\*Cebu Business Materials Trading Company Inc. (CBMTCI)**

Along N. Bacalso Ave., Mambaling Cebu City

Accountant – June 2014-March 2015

- Provides financial reports to management.
- Prepare & make voucher for check issuances
- BIR Compliance

#### **\* Naga City Water Systems Inc. (NCWSI), an Abejo Waters Corp. subsidiary**

Oakridge Business Park, AS Fortuna Mandaue City

Accountant – August 2013-May 2014

- Provides financial reports to management.
- Prepare & make voucher for check issuances
- Documents financial transactions and make entry in the books.
- Reconciles account balances per GL & SL
- Complies BIR Remittances

#### **PERSONAL DATA**

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Name : Elnas, Beverly Ann B.

Age : 320 yrs. old  
City Address : Door C., Pink Apartment, Kainsong St., Basak Lapu Lapu City  
Birthdate : April 11, 1991  
Status : Single

## EDUCATIONAL BACKGROUND

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- CERTIFIED PUBLIC ACCOUNTANT – May 2013
  
- COLLEGE - University of San Jose – Recoletos  
Magallanes St., Cebu City  
Bachelor of Science in Accountancy  
2007-2012
  
- HIGHSCHOOL - Baybay National High School  
30 de Diciembre Street, Baybay City, Leyte  
2003 -2007
  
- ELEMENTARY - Candadam Elementary School  
Barangay Candadam, Baybay City, Leyte  
1997-2003

## CHARACTER REFERENCES

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- **Mary Demillo**  
Senior Finance & Accounting Manager  
Appleone Properties Inc.  
Contact # 09422732215 / 0917837236
  
- **Kristine Marie Torres**  
HR Generalist  
Appleone Properties Inc.  
Contact # 09329458913 / 09173497215
  
- **Bernardina Carcedo**  
Purchasing Supervisor  
Appleone Properties Inc.  
Contact # 09177091788