



CHANDIE RELENTE ANOJAN

CERTIFIED PUBLIC ACCOUNTANT

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CONTACT

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TECHNICAL SKILLS

- General Accounting
- Accounts Receivable & Payable
- Payroll and Taxation
- Financial Reporting and Analysis
- Budget Preparation and Cost Control
- Insurance and Asset Accounting
- Advanced Microsoft Excel
- Oracle, SAP, QuickBooks, ERP

MEMBERSHIP

- Government Association of Certified Public Accountants (GACPA)
- Philippine Institute of Certified Public Accountants (PICPA)

REFERENCES

Ms. MARVIE MONTALBO-BOHOL, CPA
Accountant II
Palompon Institute of Technology
Contact No.: +639071905210
Email: marvie.montalbo@pit.edu.ph

Atty. JAZMINE VIVERO-BENIGAY
Legal Counsel, Philippine Associated
Smelting and Refining Corporation
Contact No.: +639172737853
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Mr. ALBERT L. ALONZO, CPA
Accountant
Contact No.: +639088206113
Email: alonzoalbert29@gmail.com

PROFILE SUMMARY

A result-oriented accountant with ten years of meaningful accounting experience in government, non-profit, and private entities dedicated to provide quality professional services.

PROFESSIONAL EXPERIENCE

ACCOUNTANT II

PALOMPON INSTITUTE OF TECHNOLOGY TABANGO | 2022 – Present

- Prepare payroll and remit employees' contributions, loans, and dues
- Compute and file/pay taxes in electronic Filing & Payment System (eFPS)
- Reconcile accounts and prepare journal entry vouchers for all financial transactions in electronic National Government Accounting System (eNGAS)

ACCOUNTANT, ASSET AND INSURANCE

PHILIPPINE ASSOCIATED SMELTING AND REFINING CORP. | 2018 – 2021

- Update fixed asset cost information and maintain fixed asset records
- Prepare depreciation entries, PPE lapsing schedule, fixed asset register, and depreciation budget in Budget Online System
- Facilitate the regular physical count and inventory of fixed assets
- Maintain the insurance portfolio including declaration of covers, claims filing and support, renewal of policies, and selection of insurers
- Monitor insurance claims for the group life, accident, motor, industrial all-risks fire/property, comprehensive general liability, marine cargo, & others
- Prepare insurance budget, process insurance prepayment, and record the amortization of insurance expense

FINANCE AND ADMIN OFFICER

PASAR FOUNDATION INC. | 2017 – 2018

- Prepare financial reports of the programs and projects such budget, cash flow and expenditure reports, variance and ratio analysis, bank and inter-fund reconciliation, and management reports/treasurer's report
- Compile audited financial statements and coordinate with internal and external auditors for the submission of financial reports and schedules

JUNIOR ACCOUNTANT

REDLAND INDUSTRIAL SERVICES ARABIA LTD. | 2015 – 2017

- Prepare billing statement/invoice to customers and follow up their payments, record accounting entries for the amount billed and collected in ERP system, and make regular bank deposit of collections and bank reconciliation
- Prepare financial reports to the management such summary of unbilled revenue, accounts receivable aging schedule, and projected collection report.

EDUCATION

SAINT PAUL SCHOOL OF BUSINESS AND LAW | 2009 – 2014

BACHELOR OF SCIENCE IN ACCOUNTANCY AND ACCOUNTING TECHNOLOGY
Cum Laude

MARCELINO R. VELOSO NATIONAL HIGH SCHOOL | 2005 – 2009
Valedictorian

TABANGO CENTRAL SCHOOL | 1999 – 2005
Second Honorable Mention