

MONTES, DIANA T.

718 M.L. Quezon St., Cor. M.H. del Pilar St., Baybay City, Leyte

0936 - 953 - 6869
stephenmontes012345@gmail.com

Objective

To work with due credibility, diligence, and integrity in accordance with the standards of professional ethics

Education

Summer 2018
Bachelor of Science in Accounting Technology
Saint Paul School of Professional Studies

2013 - 2018
Bachelor of Science in Accountancy
Saint Paul School of Professional Studies

2009 - 2013
Secondary Education
Visayas State University Laboratory High School

2000 - 2009
Primary and Elementary Education
Grace Christian School

Eligibility

Civil Service Professional Eligible

Positions Held

May 15, 2019 - July 15, 2020
Accounting Associate
Sison Corillo Parone and Company

- Liaised with corporate clients with regard to project handling and organizational management
- Prepared weekly and monthly reports on corporate evaluations, accomplishments and recommendations
- Facilitated permits and other required documents for outdoor company activities
- Presented service proposals to universities and corporate firms
- Accounted corporate payables and receivables
- Conducted external and internal audits
- Facilitated corporate statutory permits
- Reported audit findings
- Formulated recommendations for audit clients
- Accounted corporate transactions using Quickbooks and Xero
- Prepared basic financial statements
- Prepared minutes of meeting
- Coordinated with manager and supervisor for field work
- Facilitated intercompany document transmittals

April 10, 2017 - May 12, 2017
Student Intern
Land Bank of the Philippines

- Handled bank source documents
- Facilitated bank transmittals
- Prepared bank reconciliations
- Coordinated with natural and juridical entities for official purposes

Skills and Qualifications

- Fluent in English
- Computer –literate
- Team leadership
- Business correspondence proficiency
- Can work either individually or in a team
- Intercompany liaison
- Analytical skills
- Willing to learn and be trained

Character References

MARILOU E. MALQUISTO
Chair, Department of Accountancy
Saint Paul School of Professional Studies
0977 - 002 - 1928

A. ELENA D. DICO
Branch Manager
Land Bank of the Philippines - Baybay City Branch
(053) 563 - 9218

HAROLD M. MORI
Accounting Supervisor
Sison Corillo Parone and Company
(032) 254 - 5469