



PATRICK GIO PATAWARAN

FUND ACCOUNTANT / BOOKKEEPER
/ ACCOUNTING ASSISTANT

PROFILE

Preparing Daily and Monthly Net Asset Value of the fund. We usually reconcile cash, portfolio, and price, I also prepare the financial statements by end of the month.

PERSONAL PROFILE

Birthday: May 30, 1991
Gender: Male
Civil Status: Married
Nationality: Filipino

HIGHLIGHTED SKILLS

- Knowledge in Accounting and Inventory
- Computer literate
- Ability to run Microsoft office programs
- Hard working
- Reliable
- Cooperative and Responsible
- Can keep Confidentiality and with integrity at all times

CONTACT INFORMATION

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MY REFERENCES

Ma. Lourdes E. Estrada
Revenue Officer, BIR- Balanga, Bataan
(+63) 9262082785

Melinda S. Pangilinan
Administrative Officer IV, JBLMGH
(+63) 9175449475

WORK HISTORY

Fund Accountant

BOLDER GROUP PH

April 1, 2020, to August 08, 2025

- Doing Monthly Financial Statement of the fund client
- Daily inputting of Trades, Preparing Monthly Accruals,
- Invoicing and making payment for the fund client.
- Daily Journal Entries
- Checking all the dividends of the fund
- Preparing weekly Cash and Portfolio Reconciliation

Bookkeeper

TRI FINANCIAL HOUSE INC.

June 19, 2017, to June 15, 2019

- Preparing Monthly Statement
- Computing of the collection per collector
- Inputting loans of the customer
- Preparing the cheque
- Doing the Employee Payroll

Accounting Assistant

GREAT JUBILEE CONSULTANCY

October 8, 2012, to May 30, 2017

- Preparing Monthly, Quarterly and Annual Tax for different Client
- Preparing the Financial Statement Annually
- Making Journals for the Clients
- Auditing different Clients
- Preparing Monthly Payroll

Fraud Risk Analyst

DIGITEL MOBILE PHIL. INC

October 3, 2011, to August 30, 2012

- Daily monitoring of Calls, SMS and Data Usage of the customer
- Preparing weekly reports
- Doing Some Confidential work.

PREVIOUS EDUCATION

Bachelor of Science in Accounting Technology

ANGELES UNIVERSITY FOUNDATION

2007-2011