



Minnie Relato

Bookkeeper /
Accountant

About Me



I had more than 15 years of work experience and has taken on numerous roles and tasks mostly in the Accounting and audit department.

Contact



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LinkedIn

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Educational Attainment

2004 - 2008
Divine Word College of Legazpi
Bachelor's/College Degree in
Management and Accountancy

1996 - 2002
Adamson University
Undergraduate in BS in Chemical
Engineering

Work Experience

July 2019 - Present

Freelance Bookkeeper

- Provide clients with a variety of accounting and bookkeeping services.
- Monitor payroll, finance and accounts.
- Record company's transactions and perform data entry services.

Collection and Billing Executive

November 2016 -
June 2019

Moneyhero Insurance Brokerage Inc.

- Record and review accounts receivable records and prepares accounts receivable aging report
- Prepare and send invoices to clients and collect payments on a timely manner.
- Process payment collection, refunds and resolve billing and credit issues of the clients.
- Helped with auditing, bookkeeping and tax returns

Sr. Bookkeeper/ Accountant

July 2015 -
September 2016

Beaucoup Corporation

- Record sales and expenditures report on a timely and efficient manner
 - Recording and posting transaction in the general journal and general ledger
 - Prepares trial balance
 - Prepare journal entries for the year-end audits.
 - Prepares bank reconciliation
 - Prepare monthly financial statements and reports
 - Assist in the preparation of the Annual Income Tax Return
 - Prepares summary report of Accounts Payable
- Overlooks the daily cash receipts

Accountant

February 2015 -
June 2015

LAC Link Assist Corporation

- Analyzing and investigating annual and monthly financial status.
- Undertaking financial administration
- Financial forecasting and risk analysis
- Prepares and review payroll
- Ensuring compliance with tax legislation and benefits of the employees

Skills



Leadership Skills

- Leadership and Interpersonal Skills
- Project Management Skill
- Decision Making/Problem Solving Skills
- Coaching and Mentoring Skills
- Time Management Skills
- Written and Oral Communication Skills

Technical Skills

- MS Office Skills (MS Word, Excel, PowerPoint, etc.)
- Quickbooks
- Bookkeeping
- Data Entry
- Financial Reporting
- Tax Computation

Exams/Licenses

- Insurance Commission License / Underwriter

Character Reference

Available upon request

Personal Information

Nickname: Minnie

Sex: Female

Civil Status: Single

Birthdate: Nov. 13, 1978

Nationality: Filipino

Religion: Roman Catholic

Audit Officer

March 2013 -
September 2014

Ecofarm System & Resources Inc.

- Performs farm audit
 - Compare inventory of biomass, dead shells, nuclei, commissary and spare parts per book vs. physical count
 - Prepare the accountability of the Farm Cashier and performs cash count
 - Review and check accuracy of monthly performance reports
 - Check internal control procedures are properly complied with on a consistent basis and recommend possible improvements
- Performs shop audit
 - Perform shop inventory of jewelry items
 - Check the consistency and accuracy of the inventory system
 - Check internal control procedures are properly complied with on a consistent basis and recommend possible improvement

Junior Accountant

June 2011 -
March 2013

Ecofarm System & Resources Inc.

- Prepares the following reports on a deadline basis
 - Summary of Accounts Payable Book
 - Trial Balance
 - Consolidation Trial Balance
 - Budget Performance Report
 - Bank Reconciliation
- Provides annual budget of income and expenses
- Keeping and posting in the General Ledger and General Journal
- Prepares summary of detailed expenditures
- Prepares yearly amortization of cost center
- Assist in the preparation of the Financial Statement and Annual Income Tax Returns
- Overlooks the daily cash receipts
- Help with auditing, bookkeeping and tax returns

Accounting Staff

November 2008 -
January 2011

Elkankonstrak Dev't. Corp.

- Processing of collections documents for a completed government project in a timely and efficient manner
- Helped with auditing, bookkeeping and tax returns
- Prepares and pay government remittances

Liaison Officer / Operations Assistant

July 2002 -
October 2008

Elkankonstrak Dev't. Corp.

- Prepare, reviews and evaluates bid documents; verifies information for accuracy/appropriateness
- Processing all cash transactions such as deposits and withdrawals in a timely and accurate manner.
- Maintaining files on all prospectus, and ensuring cost effective ordering of office supplies.
- Acting as a receptionist, and handling employees/workers concerns,