

ANN KYLA LINGAD

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SUMMARY

A dedicated and detail-oriented accounting professional with hands-on experience in financial reporting, payroll processing, and regulatory compliance. Proficient in managing accounting entries, reconciliations, and tax preparation. Recognized for being adaptable, collaborative, and an effective communicator.

WORK EXPERIENCE

Accounting & Finance Assistant , Bangon Pinoy Finance Corporation July 2025 - Present

- Reconciling daily cash accounts
- Processing payroll and reimbursements
- Manage accounting entries, collections and payments
- Maintenance, compliance and reporting of regulatory reports
- Preparation and submission of government compliance

Accounting Assistant , Pascal Resources Energy Inc. Jan 2025 - July 2025

- Encoding of the Sales Invoices of the Retail Hub in the EDSRR (Daily Sales)
- Processing of PCFRR
- PCFRR entries
- YTD Consolidation, MPI (Monthly Physical Inventory), P&L (Profit & Loss), & Comparative Sales and DAVE
- Uploading of cash sales and CRB in Netsuite
- Preparing Sales Invoices
- Perform recording and filing cash and bank transactions in ORACLE NETSUITE

Admin Aide IV - Job Order, Land Transportation Office R3 Jan 2024 - Dec 2024

- Handled and processed documents and communications from walk-in clients and various offices.
- Assisted in seminars and events, including preparation of materials and dissemination of office memoranda.
- Prepared, organized, and processed job order contracts, under time reports, and accomplishment/IPCR data.
- Managed filing, safekeeping, and maintenance of employee records and other clerical tasks.

Accounting Staff, Superior Maintenance Services Clark, Inc. Aug 2023 - Oct 2023

- Monitored and prepared inventory reports, and assisted in day-to-day inventory accounting operations.
 - Supported cost accounting activities and encoded invoices using QuickBooks.
 - Prepared and updated expense reports, and processed payroll accurately and on schedule.
 - Assisted the Human Resource department in monitoring employees and maintaining personnel records and files.
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Bachelor of Science in Accounting Information System Jun 2019 - Sept 2023

Don Honorio Ventura State University

- ON-THE-JOB TRAINEE at Jhonever Metal Corp where in I encoded job orders for purchase orders, prepared summary reports for inventory, and updated the daily inventory on the inventory board.
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ADDITIONAL INFORMATION

- **Technical Skills:** Accounting Software, Microsoft Office, Data Management, Financial Reporting, Inventory Systems, Communication Tools
- **Languages:** English, Filipino, Kapampangan
- **Certifications:** Certified Bookkeeper, Civil Service Professional Passer