

Gian Carla Vargas

Accountant

26 Years Old|September 2, 1998|Female|Catholic|Single

#125 Lando's Compound, Sindalan, City of San Fernando, Pampanga

0916-145-1863

giancarlavargas090298@gmail.com



EXPERIENCE

Sleek Hong Kong Limited / (BMG Outsourcing Inc.)

Universal Trade Centre, Unit 2904, 29F, 3 Arbutnot Rd, Central Hongkong / (Marquee Mall, A. Gueco Street Marquee Mall 2nd Floor)

— **Senior Accountant**

August 20, 2022 - November 8, 2024

- Handling various and multiple SME's and Start-up clients/businesses in Hong Kong
- In charge of maintaining full sets of books for a portfolio of clients including preparing payments, bank reconciliations of company business bank accounts and credit cards, petty cash reconciliation and any financial accounts they have, fixed assets, raising journals, and preparing financial reports in the Xero accounting system and Sleekbook
- Publishing and processing Sales Invoices and Expenses through Dext and Sleek App
- Task to enter data, maintain records, launch reports, and process accounts receivable and payable.
- Manage and track expense reports for reimbursements
- Maintain records of financial transactions by establishing accounts posting transactions, and ensuring legal requirement compliance
- Develop a system to account for financial transactions by establishing a chart of accounts defining bookkeeping policies and procedure
- Processing Payrolls using Talenox
- Communicate with multiple clients for all the accounting queries and maintain email correspondence
- Preparing Management Account (MA consist of Profit and Loss, Balance Sheet General Ledger and Trial Balance)
- Preparation of IR56B}
- Other ad-hoc accounting-related duties

TOA Global Pty Ltd / Client (Aura Partners Pte. Ltd)

Business Center 14, Philexcel Business Park, Clark Freeport Zone, Pampanga

— **Accountant**

May 10, 2021 - August 6, 2022

- Handling various and multiple clients/businesses in Australia
- Bank Reconciliations, General Ledger Maintenance, and Bookkeeping using XERO, MYOB Essentials, and MYOB Account Right

SKILLS & COMPETENCIES

- XERO
Expert user
- MYOB
Account Right and MYOB Essentials
- Dext
- Talenox
- Slacks
- Zendesk
- Front
- Trello
- Clickup
- Microsoft (Excel, Word)
- Dropbox and. Google Drive
- Fast and Proficient Typist
- Flexible
- Critical and Analytical Thinking
- Learning Skills

- Balance Sheet reconciliations
- Processing up to the Trial Balance stage and preparing financial statements for lodgment with the Australian Taxation Office
- Preparing BAS and IAS for lodgement with ATO (Business Activity Statement and Installment Activity Statement)
- Prepares and records asset, liability, revenue, and expense entries by compiling and analyzing account information
- Preparing Payroll
- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions; resolving discrepancies
- Reconcile GST that has gone through the fund with what's been paid to the ATO
- Prepared a few private tax returns, partnerships, individuals, and End of year compliance jobs

LANGUAGES

- Tagalog
- English

REFERENCE

Cherry Lou
Bautista

Sleek Tech Pte
Ltd.
(Assistant
Finance
Manager)

0928-622-62
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Sleek Tech Pte. Ltd / (Ancillary Outsourcing)

Universal Trade Centre, Unit 2904, 29F, 3 Arbuthnot Rd, Central
Hongkong / (Marquee Mall, A. Gueco Street Marquee Mall 2nd Floor)

— **Bookkeeper**

April 20, 2020 - May 7, 2021

- In charge of maintaining full sets of books for a portfolio of clients including preparing payments, bank reconciliations of company bank accounts, credit cards, petty cash reconciliation and any financial accounts, fixed assets, raising journals, and preparing financial reports in the Xero accounting system
- Task to enter data, maintain records, launch reports, process accounts receivable and payable, and assist in preparing management account
- Prepare Management Account and Draft unaudited Financial Statement
Maintain records of financial transactions by establishing accounts posting transactions, and ensuring legal requirement compliance
- Communicate with client for any accounting queries and maintain email correspondence
- Develop a system to account for financial transactions by establishing a chart of accounts defining bookkeeping policies and procedure
- Other ad-hoc accounting-related duties

Mangan PH Food Delivery Services Corp.

Unit 12- IBG Plaza, Mon Tang Avenue, Balibago, Angeles City, Pampanga

— **Accounting Staff**

May 1, 2018 - April 15, 2020

- Audit Daily Sales
- Deposit of Sales Remittances
- Preparation of Merchant's Sales Reports
- Communicate with Merchants for all the Sales Discrepancies
- Employees Payroll
- Preparation of Other Branches Billing Statements
- Allocation of Petty Cash Fund and Liquidation Reports
- Monitoring of Receivables
- Preparation of VAT Report and Disbursements/Expenses
- Preparation of Income Statements
- Trained and Supervise other Branches Accounting Staff

- Handling Sales Paypal Disputes
- Other Adhocs

JROcampo Consulting and Professional Services,
Unit 3A, Third Floor, San Agustin Mall Bldg.
Brgy. San Agustin, City of San Fernando, Pampanga
— **Management Trainee / On-the-job Training (Client Base)**

July 2017 - January 2018

- Conducted Cash Count
- Audited the work compliance of the Cashier and Account Receivable Section
 - Reviewed Daily Cash Report
 - Reviewed Contracts and ICR Ledgers
 - Reviewed and reconciliation of data between actual collection and should-be-collection/cash accountabilities
 - Reviewed actual collections and compared them with the Monthly Collection Reports
- Maintaining needed office supplies
- Took inventory of Unused Accountable Forms
- Filed and organized documents

EDUCATION

City College of San Fernando
City of San Fernando, Pampanga

2014 - 2018

- Bachelor of Science in Business Administration
- Major in Financial Management