

# MICHELLE BARREDO NAJE, CPA

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## GENERAL QUALIFICATIONS:

- Certified Public Accountant with experience in various accounting functions, with strong background in accounting methodologies and practices.
- Comprehensive knowledge in financial statement preparation, analysis and interpretation, payroll and other accounting/statutory functions.
- Comprehensive knowledge and background in taxation, analysis and interpretation, and other related functions.
- Work effectively with individuals on all levels.
- Capable of multi tasking jobs

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## EDUCATIONAL BACKGROUND:

2003	COLLEGE	Bachelor of Science in Accountancy San Pedro College of Business Administration San Pedro, Laguna
1999	SECONDARY	Camp V. Lim National High School Mayapa, Calamba City
1995	PRIMARY	Ciriaco P. Tiña Elem. School Hagonoy, Taguig Metro Manila

## GOVERNMENT EXAMINATION TAKEN:

Profession	:	Certified Public Accountant
Date Passed	:	May 2005
License Number	:	113851
General Average	:	80.42 %

## PERSONAL DATA:

Age	:	25 yrs. Old
Civil Status	:	Single
Date of Birth	:	June 15, 1982
Gender	:	Female
Citizenship	:	Filipino
Religion	:	Roman Catholic
Height	:	5'4"
Languages Spoken	:	English/Tagalog

## **WORK EXPERIENCE:**

Company : Miyasaka Polymer Philippines Inc. - Manufacturer of molded rubber parts  
for automobile  
Address : 21 Ampere St., LISPP-1, Brgy. Diezmo, Cabuyao, Laguna  
Position : Accounting and Finance Officer  
Year : May 2006 to current date

### **Job Description**

- Responsible for preparation and analysis of financial statement in foreign currency (Yen).
- Responsible for preparation and analysis of financial statement of cooperative.
- Responsible for monthly reports to various agencies such as SSS, Philhealth, HDMF and BIR.
- Maintains up-to-date accounting records and statistical data and ensures that these are properly secured.
- Reviews invoices, receipts, debit/credit memos and approves accounting entries in the books of accounts.
- Ensures that payments of accounts and liabilities are promptly attended to.
- Liaison to bank transactions
- Assign for implementation, maintenance, customization of accounting software used (MYOB) including back-ups and submission of CD/affidavit to BIR.
- Directly supervise subordinate and perform other duties that may be required by the Finance Manager.
- Petty cash custodian
- Payroll officer except for higher management position.

Company : Sison Corillo Parone & Co.  
CPA's and Management Consultants – a member of IGAF Worldwide  
Address : 3E 3rd Floor 8101 Pearl Plaza, Pearl Drive Ortigas Center 1604 Pasig City  
Position : Tax & Junior Auditor  
Year : June 2005 to May 2006  
Work Division : Primary - Tax Division  
Secondary - Audit & Assurance Division  
BPO Division

Jobs undertaken to various clients:

### **Taxation Services**

- Preparation and submission of monthly, quarterly and annual tax returns of clients such as 1601E, 1601CF, 1601F, 1603, 2550M/Q, 1604E/CF and others to Bureau of Internal Revenue.
- Comprehensive analysis/review, recommendation of client's current tax status
- Provide tax consultancy and support to various clients' tax queries.
- Assist clients under tax investigation including preparation of schedule to support defense.

- Conduct tax compliance, analysis, recommendation to various clients.

### **Audit & Assurance Services**

- External Audit, Internal Audit, Sales Audit

### **Business Process Outsourcing**

- Claims Processing - Assures validity & accuracy of distributor's claims subject for payment.
- Preparation of schedule of accounts for client's external auditor.
- Inventory counting

### **Other responsibilities:**

- Conduct seminars and training to colleagues for taxation, including updates.
- Research and update monthly tax bulletin on the company's website.
- Provide technical support for Business Process Outsourcing Division regarding taxation.

Company : Ichinomiya Electronics Phils. Corp.  
 Address : 128 East Main Ave., Laguna Technopark, SEPZ, Biñan Laguna  
 Position : Accounting Clerk  
 Year : December 2003 – November 2004

### **Job Description:**

- Check accuracy of all delivery receipts, sales invoices, debit or credit notes and other documents of local and foreign suppliers in preparation for payments.
- Prepare check vouchers, check regarding local payments, telegraphic transfer to foreign currency.
- Records check vouchers and journal vouchers to the books of accounts (bookkeeping).
- Coordinate and reconcile with suppliers regarding discrepancies of billing or payments.
- Summarize expenses, cash outflow, and other data for monthly reports.
- Petty Cash Custodian
- Summarize outstanding payables at the end of the month.
- Other technical accounting functions

### **CURRENT SEMINARS ATTENDED:**

October 5, 2007	Seminar on Tax Amnesty Law – RA 9480 and other BIR, SEC PEZA, & BOI updates Resource Speaker: Atty. Nelson Aspe, BIR Dep. Commissioner Atty. Bethuel V. Tanupan, CPA-Partner Sponsor by: Diaz Murillo Dalupan and Company
May 4, 2007	MYOB Premier Seminar Trainer: Jezreel N. Rivera Sponsor by: Mustard Seed Systems Corporation
November 9, 2006	Seminar on VAT, withholding update & how to handle tax Audit Resource Speaker: Atty. Nelson Aspe, BIR Dep. Commissioner Marivic A. Galban, Chief Withholding Tax Division Sponsor by: Philippine Institute of Public Accountant