

# ASHLEY JANE A. COLIS

## Bachelor of Science in Accountancy

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**Visa Status:** Visit Visa



### PERSONAL STATEMENT

An ardent accountant with a year of experience in financial reporting and a degree in accounting from the University of the Assumption who is both highly knowledgeable and motivated. A Xero Certified Advisor who possesses an exhaustive understanding of all main accounting systems and every facet of financial accounting. Despite working under duress, I consistently maintain a composed and expert demeanor. Formerly, I was tasked with overseeing the cash flow and expenditures of several sizable clients, in addition to providing comprehensive financial data analysis. I am enthusiastic about expanding my knowledge and undertaking new responsibilities and challenges. I am certain that my expertise and abilities would enable me to contribute significantly to your team's success.

### PROFESSIONAL STRENGTHS

#### ACCOUNTANT

- ✓ Keen to detail and accuracy
- ✓ Proficient in Microsoft Office
- ✓ A comprehension of accounting procedures
- ✓ Expertise with Accounting Software
- ✓ Skills in Critical Thinking
- ✓ Effectiveness in Verbal and Written Communication
- ✓ Competence in Financial Statement Preparation
- ✓ Embraces integrity
- ✓ Employs leadership

#### AUDITOR

- ✓ Proficient analytical ability
- ✓ Adaptive to business technology changes
- ✓ Provides communications and collaboration Services
- ✓ Maintains elevated levels of integrity
- ✓ Demonstrates an inquisitive mind
- ✓ Delightful in attention to detail
- ✓ Attains independence
- ✓ Embracing diversity
- ✓ Natural curiosity for learning and discovery

## RESPONSIBILITIES

- ✓ Collect and analyze account information to prepare entries for the asset, liability, and capital accounts.
- ✓ Compile data in order to summarize the present financial status; generate balance sheets, profit and loss statements, and additional reports.
- ✓ Propose and implement policies and procedures that uphold accounting controls.
- ✓ Offering managerial guidance and technical support
- ✓ Exhibit proficient client communication
- ✓ Ensuring the confidentiality of financial information safeguards operations and upholds customer confidence
- ✓ Keeping an eye on daily communications and responding to any inquiries.
- ✓ Verifying the accuracy of financial statements
- ✓ Auditing the effectiveness of organizational procedures
- ✓ Ensure the organization complies with applicable laws, policies, procedures, and policies
- ✓ Safeguarding assets
- ✓ Maintain an up-to-date understanding of the sector's regulations, standards of performance, tools, and methods, as well as best practices
- ✓ Assure validity, legality, and goal attainment by serving as an impartial source of independent guidance

## WORK EXPERIENCES

### 1. Green City Medical Center – Philippines

#### **Internal Audit Staff** (August 2023 to October 2023)

- Verify asset existence and suggest safety measures
- Assess internal controls' effectiveness.
- Manage risk and control over operations effectiveness, financial reliability, and compliance with all directions and regulations during the audit cycle
- Gather, analyze, and evaluate accounting records, data, and flowcharts
- Identifying loopholes and suggesting risk aversion and cost reductions
- Communicate with management and audit committee.
- Process documentation and audit findings memo

### 2. Sta. Monica Pawnshop, Inc. – Philippines

#### **Bookkeeper/Accounting Staff** (July 2022 to August 2023)

- Establishes accounts, posts transactions, and ensures legal compliance
- Sets up a chart of accounts and bookkeeping policies to track financial activities
- Recording and monitoring financial transactions
- Tracking and dealing with payroll
- Consolidates payroll, customer, cash disbursement, and other financial accounts; collects accounts receivable
- Financial statements, cash flows, and profit and loss statements are prepared monthly
- Processing customer records effectively with QuickBooks and other accounting applications.

**3. Government Employee Municipality of Mexico – Philippines**  
**Sangguniang Kabataan Chairperson** (July 2018 to October 2023)

- Implement programs, projects, and policies
- Call and preside over all Katipunan and Sangguniang Kabataan meetings
- Creates barangay yearly budget
- Disburses monthly budget
- Creates and approves monthly purchase orders and requests
- Reports and generates income and expenses quarterly

## WORK EXPOSURE

**1. Municipality of Mexico – Philippines**  
**On the Job Training – Finance Department** (March 2022 June 2022)

- Assist in the management of the Municipality of Mexico's liquidity reports
- Assist in the study of actuals versus predicted budget
- Completing additional tasks as assigned by supervisors
- Providing support in the process of preparing individual and corporate tax returns
- Assisting in the administration of monthly payroll

## EDUCATIONAL BACKGROUND

### TERTIARY EDUCATION

**University of the Assumption**

**Location:** City of San Fernando Pampanga, Philippines

**Year Graduated:** 2022

**Academic Recognition:** Dean's Lister

**Title Earned:** Bachelor of Science in Accountancy

### SECONDARY EDUCATION

**Gerry H. Rodriguez High School**

**Location:** Divisoria, Mexico, Pampanga, Philippines

**Year Graduated:** 2018

**Academic Recognition:** Rank 1, with HIGH Honors

**Title Earned:** K to 12 Completer

**PRIMARY EDUCATION****Divisoria Elementary School****Location:** Divisoria, Mexico, Pampanga, Philippines**Year Graduated:** 2012**Academic Recognition:** Rank 1, Valedictorian**CERTIFICATION****Xero Advisor Certified 2022****PERSONAL DATA**

<b>Date of Birth</b>	:	January 02, 2000
<b>Place of Birth</b>	:	Divisoria Mexico, Pampanga
<b>Age</b>	:	23
<b>Gender</b>	:	Female
<b>Civil Status</b>	:	Single
<b>Citizenship</b>	:	Filipino
<b>Religion</b>	:	Catholic

**CHARACTER REFERENCES**

*Available upon request.*

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*I certify that the foregoing information are true and correct to the best of my knowledge and belief.*

**ASHLEY JANE A. COLIS**

Applicant