



AIRA B. DAVID

ACCOUNTING OFFICER

PROFILE

Accounting graduate with knowledge seeking practical experience in an entry-level accounting role.

CONTACT

+971 50 610 5826

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Al Ain, UAE

EDUCATION

2019 - 2023

DIVINE WORD COLLEGE OF LEGAZPI

- Bachelor Science in Accountancy
- Cum Laude

2013 - 2019

TABACO NATIONAL HIGH SCHOOL

- Senior High : Accountancy, Business and Management Strand
- Junior High
- With Honors

SKILLS

- Bookkeeping
- Microsoft Excel
- Adaptability
- Integrity
- Time Management
- Organizational skill
- Communication
- Attention to detail

CERTIFICATION

NC III Bookkeeping Passer

- Enhanced my skills to accurately journalize transactions, post transactions, prepare trial balance, prepare financial reports and review internal control system.

WORK EXPERIENCE

• MB Benavente CPA Accounting & Auditing

Albay, Philippines AUGUST 2023 - SEPTEMBER 2024

Accounting Officer

- Monitor and track financial transactions, expenses, and budgets to ensure compliance with regulations and company policies.
- Assist with the preparation and analysis of financial statements, reports, and budgets.
- Maintain accurate and organized financial records
- Recording transactions, payments and expenses and processing invoices
- Assist with month-end and year-end closing processes
- Monitoring of tax compliance and BIR eFPS Filing
- Assist with processing, including data entry
- Working collaboratively with other staff and assisting in organizing work documents.
- Administrative duties such as maintaining databases, sorting emails, and managing schedules.

• Napili, Bonacua & Associates, CPAs

Albay, Philippines SEPTEMBER - DECEMBER 2022

Junior Accounting Associate

- Bookkeeping
- Alphabet Data Entry
- Encoding of Summary List of Sales and Purchases
- Monitoring of tax compliance and BIR eFPS Filing

• TNHS Alay Kapwa Multi-Purpose Cooperative

Albay, Philippines MARCH 2019

Bookkeeper

- Record financial data into general ledgers
- Updating a general ledger and preparing trial balances
- Record day -to- day financial transactions and complete the posting process

REFERENCE

MARIA GINA B. BENAVENTE

MB Benavente CPA Accounting & Auditing

Accounting Head

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