



# Aira Mae Diamse

Accountant

## CAREER OBJECTIVE

To pursue a career that will enable advancement in terms of knowledge, socio economic development, and creativity through exposure to new ideas for personal and professional development while making a significant contribution to the success of the company.

## WORK EXPERIENCE

Financial Analyst

February 2024- Present

**PhilHealth Office Region III I San Agustin, City of San Fernando, Pampanga**

- Reconciling health facilities accounts receivable (unpaid claims)
- Prepares reconciliation report of PhilHealth and Health facilities
- Analyze the process of benefit claims and other data of PhilHealth and health facilities
- Prepares monthly report of Premium Accounts Receivable from Delinquent employers
- Verifying and reviewing Health Facilities' unpaid claims
- Verifying claims' status and matching Health Facilities' database versus PhilHealth's database
- Checking of accounts payable of PhilHealth to the Health Facilities
- Perform reconciliation, ensuring that all payables are accurately recorded
- Identifying any potential errors in recording accounts receivable of health facilities and accounts payable of PhilHealth and take corrective actions
- Collaborate with team members to obtain necessary documentation and information for reconciliation purposes
- Collaborate with relevant offices to determine and solve the issues and concerns on claims processing
- Prepares Schedules for Premium Receivables Delinquent Employers with Aging
- Prepare Schedule for Lease Liability with Aging
- Reconciling Pag-IBIG HDMF Emergency Loan for Casual and Regular Employees
- Prepares Summary of Premium Receivables and Interest Receivables based on Outstanding Billing Statements
- Prepares Summary of Undistributed Collections from Employers
- Prepares Supplemental Data of Premium Receivables

**SSL 888 Trading Corporation I Del Pilar, City of San Fernando, Pampanga**  
Accounting Staff (Sales/ Payables) May 2023- January 2024

- Monitoring daily sales and daily expenses of branches
- Reviewing z-read and x-read reports of branches
- Balancing gcash weekly cash in and cash out
- Recording and verifying bank deposits, checks, and other online payment made from buyers.
- Prepare and issues checks for payments to suppliers
- Bookkeeping
- Prepare a petty cash voucher for purchase orders and other expenses made.
- Approving repair and maintenance of office machineries and equipments
- Verifying and reviewing quotations from auto shop and supplies.
- Verifying and processing pag ibig, philhealth, sss and BIR payments
- Preparing EWT for suppliers
- Invoice verifying and processing
- Analyze sales transactions and related financial data to ensure accuracy and completeness
- Perform regular expense reconciliations, ensuring that all expenses are accurately recorded and accounted for
- Identifying any potential errors or irregularities in sales records and take appropriate corrective actions
- Monitoring daily sales and daily expenses of branches
- Reviewing z-read and x-read reports of branches
- Balancing gcash weekly cash in and cash out
- Recording and verifying bank deposits, checks, and other online payment made from buyers.
- Prepare and issues checks for payments to suppliers
- Bookkeeping
- Prepare a petty cash voucher for purchase orders and other expenses made.
- Approving repair and maintenance of office machineries and equipments
- Verifying and reviewing quotations from auto shop and supplies.
- Verifying and processing pag ibig, philhealth, sss and BIR payments
- Preparing EWT for suppliers

## CONTACT ME

📞 0947-527-4314

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📍 Purok-4, Kalye-11, San Pedro,  
City of San Fernando,  
Pampanga

## EDUCATION

**Bachelor of Science in  
Accountancy**

**University of the Assumption**  
2019-2023

**Accountancy, Business  
and Management**

**University of the Assumption**  
2017-2019

## SKILLS

- FS Preparation
- Proficient in MS Office (Word, Excel, Powerpoint)
- Bookkeeping
- Xero Advisor Certified
- Responsible and Self- Motivated
- Organizational and Prioritization skills
- Organized, Accurate, and detail-oriented
- Quick learner and adaptable to changes

## CERTIFICATES

Career Service Examination Passer- Civil Service Eligibility Professional

Xero Advisor Certified

- University of the Assumption
- Computer Literacy Training Program
- St. Nicolas College

## TRAININGS AND SEMINARS

Computer Literacy Training Program

- St. Nicolas College

Government Audit: Ensuring Accountability and Transparency

- University of the Assumption

Real Talk: Tackling the Issues and Challenges of PQF Implementation in Commerce and Industry Sector

- University of the Assumption ( Association of Certified Public Accountants in Commerce and Industry)

Be a Cybersmart Juan: Cybercrime Awareness

- University of the Assumption

C.P.A Peer Tutoring: Collaboration of Peers in the Academe

- University of the Assumption

CPAs as Leaders and Community Builders

- University of the Assumption

JPIANs as Global Citizens: Partners in Attaining Sustainable Development

- University of the Assumption

Filing of Income Tax Returns and Other BIR Forms Part I

- University of the Assumption

Filing of Income Tax Returns and Other BIR Forms Part II

- University of the Assumption

Numbers that Matter in the Business

- University of the Assumption

Labor and Employment: Rights and Just Compensation

- University of the Assumption

Your Future Begins Now: A Motivational Seminar

- University of the Assumption

## ORGANIZATIONAL AFFILIATIONS

University of the Assumption – Junior Philippine Institute of Accountants

Member (2019- June 2023)

National Federation of Junior Philippine Institute of Accountants

Member (2019- June 2023)

National Federation of Junior Philippine Institute of Accountants- Region 3

Member (March 2021- December 2022)

## WORK EXPERIENCE

- Invoice verifying and processing
- Analyze sales transactions and related financial data to ensure accuracy and completeness
- Perform regular expense reconciliations, ensuring that all expenses are accurately recorded and accounted for
- Identifying any potential errors or irregularities in sales records and take appropriate corrective actions

Data Encoder

March- June 2023

University of the Assumption

- Encoding data in microsoft excel

Intern

June- July 2022

University of the Assumption

- Filing and submission of Final and Income Tax Return
- Financial Statement preparation
- Bookkeeping

Office Staff | SPES

April-May 2019

Department of Interior and Local Government | City Hall, San Fernando

- Setting appointments or schedule meetings for the Barangay Captains
- Sending Emails
- Data encoding in word and Excel File
- Assists clients queries
- Paper works

Sales Representative | Work Immersion

Personal Collection Inc. | Brgy. Dolores, City of San Fernando, Pampanga

- Sells products and services for the company
- Discussing the product description to customers or clients

## REFERENCES

**Mr. Karl Josef Ochoa, CPA, MBA**

College Instructor | University of the Assumption

Phone: 0917 886 0111

**Mrs. Rosalinda Perez, CPA, MBA, LPT**

College Dean | University of the Assumption

Phone: 09154184998

**Mrs. Viberly Arciaga**

Accounting Head | SSL 888 Trading Corporation

Phone: 09318424301

*"I hereby certify that the information contained in this application is true and correct to the best of my knowledge."*

**Aira Mae Y. Diamse**