

# WENNY C. AVILA

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To be able to showcase my skills and knowledge in a competitive workplace and enhance my professional career and gaining additional knowledge, experience, and expertise at the same time.

## EXPERIENCE

- **SUPERB CATCH, INC.**  
*Accounting Staff | June 2017 – Present*

I was assigned in different areas in the Accounting Department such as:

1. Assisting in payroll preparation for office and production employee which includes manual checking of DTR to encoding advances and government mandatory deductions.
2. In-charge for BIR filing (monthly and quarterly) for the company's affiliate including bookkeeping of its expenses and income.
3. Handling and monitoring of specific payables of the company such as monthly utilities, logistics' expenses, and employee reimbursements.
4. Assigned on adjusting entries, reconciliation, and other bank transactions recording.
5. Assigned as field officer for processing monthly payables on government mandatories such as in SSS, HDMF and BIR.

## EDUCATION

- **CITY OF MALABON UNIVERSITY**  
*Bachelor of Science in Accountancy / 2017*
- **POTRERO NATIONAL HIGH SCHOOL**  
*1<sup>st</sup> Honorable Mention / 2012*
- **POTREO ELEMENTARY SCHOOL – I**  
*Salutatorian / 2008*

## SKILLS

Fast-learner, adaptive, good communication skills, knowledgeable in MS applications, highly motivated and creative problem-solving skills.