



**LLOYD** [REDACTED]

Admin/Accounting Associate



[REDACTED]



[REDACTED]



[REDACTED]

## CORE COMPETENCIES

- Organization and planning skills.
- Communication skills.
- Customer service skills.
- Information gathering and management.
- Adaptability and flexibility.
- Problem solving
- Attention to detail.
- Strong sense of urgency.
- Confidentiality.

## CHARACTER REFERENCE

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## EDUCATION

**BSBA – Human Resource Development Management**

2013–2017

## OBJECTIVE

Seeking a challenging and dynamic office role in a professional setting where I can utilize my skills and experience to contribute to the team's success.

## WORK EXPERIENCE

Admin/Accounting Associate

ADMIN TASK

**2021–Present**

- Monthly Inventory involves tracking and managing stock levels, supplies, or assets on a monthly basis
- Sales order processing involves managing and fulfilling customer orders. includes Order receipt and verification.
- Order and delivery monitoring involves tracking orders from placement to delivery. This includes: Order status updates, Real-time tracking, Delivery scheduling, Issue identification and resolution
- Sales reports includes Tracks sales performance on a daily basis, Analyzes sales performance over a week, Provides an overview of sales performance over a month
- 201 Filing, Maintaining accurate and up-to-date personnel records

### ACCOUNTING TASK

- Computation of submitted Liquidation of TMs for budget Request
- Month End Inventory Report- updating inventory records, Valuing inventory, Identifying discrepancies
- Expense Report - Clearly document each expense with receipts and descriptions, categorize expenses correctly (e.g., travel, meals, supplies), Ensure compliance with company expense policies, Submit reports in a timely manner.
- Computation of Quarterly Incentives - Calculating incentive amounts, Communicating results to employees
- Sales Invoice - Creating and issuing invoices, Ensuring accuracy of invoice details (e.g., products, quantities, prices), Managing invoice numbering and sequencing
- Delivery and Collection Monitoring - Tracking deliveries, Monitoring collection of payments or goods, Updating records and databases, Identifying and resolving delivery or collection issues, Reporting on delivery and collection performance.
- Payroll - Managing deductions, handling employee inquiries and issue regarding deductions
- [REDACTED] Filing
- [REDACTED] Encode official receipts, book of accounts

[REDACTED]

**2019– 2020**

Admin Officer

[REDACTED]

[REDACTED]

**2017 – 2019**

Accounting Assistant

[REDACTED]