

[illegible]

WORK EXPERIENCE

August 22, 2023 – Present

- Making sure that the day-to-day transaction documents are complete and properly filed. Validation of documents from vendor (SOA, Quotations, Invoices, DR, etc.)
- Update and maintain employer portal for [REDACTED]
- Recording daily transactions for petty cash and making sure liquidation is accurate and with complete receipts.
- Process Cheque, CV, and Bank transactions.
- Assist employee's request like Summary of contributions (Certificate) and proof of payment.
- Prepare tax returns for Monthly, quarterly and annual filings and ensure strict compliance to [REDACTED] deadlines.

July 26, 2022 – July 9, 2023

- Generate accurate daily loan releases, collection reports and loan portfolio quality data to support financial performance analysis.
- Responsible for payment/reversal/adjustment/approved waiver for all types of loan.
- Responsible for payment/reversal on returned PDC due to DAIF, DAUD, pr Account Closed.
- Responsible for verifying the signature and material particulars of an inward clearing check image and processing the outward clearing items.
- Perform the clearing transaction from [REDACTED].

June 07, 2021 – July 25, 2022

- Serves customers by completing account transactions. Provides account services to customers by receiving deposits and loan payments, cashing checks, and issuing savings withdrawals.

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

SKILLS & ABILITIES

• Knowledgeable in Microsoft software applications (MS Word/MS Power Point/Excel) • Ability to work independently as well as part of a team. • Work well under time pressure in a responsible manner • Dependably hardworking and committed to professionalism.

EDUCATION

College

Bachelor of Science in Business Administration major in Accounting Management

[REDACTED]
[REDACTED]

Secondary

[REDACTED]
[REDACTED]

SEMINARS/TRAININGS/CONFERENCES

“Virtual Bookkeeping with Xero & Quickbooks Online”

2023

[REDACTED]

PERSONAL INFORMATION

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

CHARACTER REFERENCES

Available upon request

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

RUTH [REDACTED]

APPLICANT