

OBJECTIVE

To work in a company wherein I will be able to showcase my abilities in accordance with its vision and mission towards the attainment of the desired outcome, quantitatively and qualitatively. Also, to be part of an organization wherein there is a mutual relationship between the employer and its employee, that is, beneficial to both parties.

SUMMARY OF QUALIFICATIONS

- Good oral and written communication skills as well as interpersonal skills
- Computer literate with a 35wpm typing speed
- Civil Service eligible with a rating of 83.24%
- Fast learner, highly dedicated, detail-focused, highly ethical, performance-driven, and service-oriented individual who can work under pressure even with minimum supervision.

EDUCATIONAL BACKGROUND

Tertiary : **Mindanao State University – Iligan Institute of Technology**
Bachelor of Science in Accountancy, April 2004
Bachelor in Accounting Technology, March 2003

Secondary : **Notre Dame Village National High School (Cotabato City)**
Valedictorian; Best in Mathematics, English, Filipino, Science & Technology; Business Technology; Editor-in-Chief of the Year (English); Philippine Senate Gold Medal for Academic Excellence; March 1999

Elementary : **Cotabato City Central Pilot Elementary School**
With Honors, Best in Mathematics, Model Youth; March 1995

CAREER HISTORY

- **July 16, 2009 - present** **Doing various part time jobs**
- **Sept. 3, 2007 – July 15, 2009** **Accounting Staff**
Marianas Express Line Phils., Inc.–Gensan
 - Does branch cashiering
 - Prepares all payment request, petty cash, cash advance forms and send to HO for processing
 - Monitors and ensures timely and accurate payments to suppliers in coordination with HO
 - Monitors collection of accounts receivables and deposit such collections
 - Prepares all necessary reports for the consolidation of financial information

- Acts as the custodian of the branch's revolving fund. Does inventory of supplies
 - Communicates with Government agencies including but not limited to BIR for some inquiries, issues or concerns in coordination with HO
 - Acts as HR assistant
 - Does all other tasks that may be assigned from time to time.
- **Dec. 7, 2006 – July 6, 2006** ***Warehouse Staff***
Cotabato Light & Power Company
 - Documents all local purchases for non-stackable items
 - Monitors purchases and issuances of items for preparation of VAT input
 - Assists in issuance and returns of materials as well as proper documentation of said transactions
 - Assists in physical inventory of items and does other documentations
 - Assists superior in preparing monthly reports.
- **Jan. 11, 2006 – Sept. 18, 2006** ***Management Trainee***
Comglasco Aguila Glass - Gensan
 - Undergone training for two months in Makati (Jan 11 – Mar 10, 2006) in different departments – accounting, audit, credit and collection, customer service, as well as human resource and stayed there until May 2, 2006
 - Had 1 month training in Davao in preparation for the position of OIC in Gensan after a month
 - By June, appointed as Gensan Branch OIC
 - Supervises daily operations from administrative activities to controlling functions
 - Handles administrative concerns pertaining to human resources, accounting and branch administration
 - Handles controlling activities with regard to inventory and credit and collection.
- **Nov. 4, 2004 – April 15, 2005** ***Cash Sorter***
Equitable – PCI Bank, Cotabato City
 - Sorts all bills and coins as to face value as well as physical features
 - Assists tellers in cash counts and does other documentations that may be assigned from time to time
 - Responsible for accurate money count
 - Prepares the deposit slip (to Central Bank).
- **April 5, 2002 – May 17, 2002** ***Office Assistant (Finance Dept) - OJT***
Govt. Service Insurance System, Cot. City
 - Assists superior in the actual documentations of transactions
 - Does filing of records and other tasks that may be assigned from time to time.
- **June 1995 – March 1999** ***The Outcome***
Official English Publication of Notre Dame
Village National High School, Cotabato City

- SY 1995 – 1996
- SY 1996 – 1997
- SY 1997 – 1998
- SY 1998 – 1999

Contributor
Sports Editor
Associate Editor
Editor-in-Chief