ANALISA



E-mail: analisa.149901@2freemail.com

Status: Visit Visa

**OBJECTIVE**

To attain a position that will enhance my abilities and acquired skills while continuously enriching my knowledge and developing a well rounded personality

#### **WORKING EXPERIENCE**

**CBIB ACCOUNTING OFFICE - Philippines**

August 2008 to April 2012

**Accounting Staff/Bookkeeper**

* Maintained accounting records by record keeping, adjusting, reconciling, posting, computing and balancing figures to assure accurate record keeping.
* Recorded information, data or figures using source documents.
* Compute and prepare monthly reports of clients
* Assisting in auditing activity and in preparing annual income report
* Assisting in filing annual report of corporation client to intended government agency.
* Handled accounts payable and accounts receivable
* Prepare payroll , compute payroll adjustments and reconcile insurance and benefit accounts.
* Audit daily and hourly time sheets each month for correct data and budget assignments.
* Operate a variety of office machines and equipment such as calculator, typewriter, copier, fax machine, computer and related word processing software.
* Performs other job as required

**Hazchem Inc.** - **Philippines**

October, 2004 -July 2007

**Office Staff/Liaison Officer**

* Reports to Sales & Marketing Manager.
* Coordinates with external inquiries.
* Liaise with external regulatory offices regarding permits.
* Performs time-keeping activity of the plant.
* Payroll processing for permanent and casual staff
* Maintains employees record.
* Preparing Invoice, issuing official receipts etc.
* In-charge with the company’s cash disbursement book.
* Performs other job as required.

September,2004– July 2007

Appointed as **Document Control Officer**

* As a member of the Cross-Functional Team, she shall be responsible for ensuring that EOSHMS activities in her area of responsibility are carried out and for reporting the results of these activities, when and where necessary, during management review meetings. In addition the Team itself undertakes certain EOSHMS activities such as the identification and assessment of significant environmental aspects.
* Shall be in — charge in the assistance during preparation, periodic review and revision of EOHS documents
* Shall ensure that only the latest revisions of documents are being used and distributed to prevent unintended use of obsolete documents.
* Maintains EOSH records in an orderly manner and ensure that these records are legible, identifiable and traceable to particular activity area

**Sensuous Lingerie, Inc. - Philippines**

April,2004-September 2004

**Barcode Scanner/Office Staff**

* Checking the quantity of finished products.
* Scanning bundle ticket of finished goods.
* Reports to Production Supervisor.

**DMB Fire & Safety Enterprises - Philippines**

May 1997– March 2004

**Office Staff**

* Responsible in scheduling of deliveries approved by general manager .
* Filled out order invoices and prepared client sales invoices
* Accept payment, issue official receipt and prepare collection report
* Handling incoming and outgoing calls
* Inspecting of finished goods before delivery to ensure the quantity of products.
* Taking inventory & posting materials before end of the month to ensure the stock of production used .
* Handling customer inquiries.
* Filing of records in an orderly manner
* Responsible in controlling of documents
* Maintained excellent customer relations and developed customer rapport
* Bookkeeping
* Performs other job as required.

**EDUCATIONAL ATTAINMENT**

**University Of Batangas** – Year 2002

Hilltop, Batangas City, Philippines

Bachelor of Science in Commerce

(Major in Computer Application)

**SEMINARS/TRAININGS ATTENDED**

February 16, 2006 **Standard First Aid Training**

 Hazchem Inc.

 Brgy. Makiling, Calamba City,

 Laguna, Philippines

September 7,13, 14 &15 2005 **ISO 14001:2004 Awareness Seminar**

Hazchem Inc.

 Brgy. Makiling, Calamba City,

 Laguna, Philippines

September 30 &Oct. 05,2005 **EMS Internal Audit Training**

Hazchem Inc.

Brgy. Makiling, Calamba City,

 Laguna, Philippines

October 1996-April 1997 **On the job Training**

 CBIB Accounting Office - Philippines

**SKILLS**

 **Knowledgeable in MS Office, Excel and Power Point,Bookkeeping**

**PERSONAL INFORMATION**

Born on November 14,1974, married, Filipino

Disciplined, responsible, hardworking, driven to excel