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| ***CURRICULUM VITAE***  IMG-20130507-00080    **Personal Details**   |  |  | | --- | --- | | **Date of Birth** | **June 10, 1978** | | **Civil Status** | **Single** | | **Nationality** | **Filipino** | | **Language Spoken** | **Filipino, English** | |  |  | |  |  |   **I hereby declare that the information provided is true and correct to the best of my commitment and knowledge.** | Archie  [Archie.2095@2freemail.com](mailto:Archie.2095@2freemail.com)  **OBJECTIVE :**  **Seeking a career oriented position with a multinational or professionally managed organization where my academic and work experiences can be best utilized for dedicated corporate growth.**  **EDUCATION :**  **Bachelor of Science in Accountancy**  **School: University of Mindanao**  **Bolton St., Davao City, Philippines 2000**  **SKILLS :**  **Quickbook, Prolific, SAP and Check8 Accounting System**  **Fluent in English, Result Oriented**  **Computer Literate: MS Word, Excel, PowerPoint & Internet**  **Expert in creating and conducting presentations, Documentations and Multi-Tasking Person**  **WORK EXPERIENCES :**  **Restaurant Group Nov. 2013 – Jan, 2014**  **Accounts &Admin Coordinator**   * + Encode invoices, transferring and productions to check 8 system   + Ensure correctness of data of invoices, transferring and productions   + Communicates concern managers for documents monitoring   + Ensure proper inventory counting   + Assist and prepare analysis for external auditing purposes   + Petty Cash Custodian   + Document Controller   + Archive and file all employee 201 files   + Monitor Pataka, Hamad Card and Health Certificate   + Communicates with PRO, Director and Store Managers for expiring RP ID, Licenses, Health Certificate for renewal application for old employees and new employees.   **Polo Services Inc./ Best Western Astor Hotel, Philippines Jan 2008 – Sept 2013**  **Bookkeeper/ Accountant**   * + Prepare Bank Reconciliation   + Prepare ledger   + Prepare cash flow   + Prepare Trial Balance   + Prepare Financial Statements   **Twa Inc. Oct. 2006 – Dec. 2007**  **Jr. Bookkeeper**  (\*) CHECK PREPARATION:     * + Verify correctness of voucher before assigning checks   + Route checks for Signing of Signatories   + Releasing Checks to requesting parties.   + Daily Monitoring of Vouchers.   (\*) BILLING STATEMENTS:   * Verify the correctness of Billing of Statement before mounting to vouchers as attachment. * Route Billing Statements for Signing of Signatories. * Transmit Billing Statements to Credit and Collection.   (\*) BANK RECONCILATION   * Delve daily cashier report to whether it is free from misstatement and errors. * To ensure Cash Assets are utilized appropriately. * To answer our boss question “Where the money went”.   **JS UNITRADE MERCHANDISING INC.  Oct. 2005 – September 2006**  **Invoicing Assistant**   * Process sales orders to invoice as an integral part of my job. * Coordinate with Warehouse Personnel for Allocation confirmation and query. * Filling Sales orders that’s already been use for future perusals.   **REL STEEL WORKS Jan 2003 – Feb 2004**  **Cashier/ Sales Attendant**   * Monitor daily sales * Monitor daily store operation * Prepares Financial Statement * Maintain and tidying daily ledgers, invoices and receipts     **PERSONAL TRAITS :**  **\*\*\* Dynamic, independent, can easily adapt to changes and administrative oriented person.**  **\*\*\*Strong Communication Skills and Presentable**  **\*\*\*Team player with Excellent Interpersonal Skills**  **\*\*\*Optimistic, ability to work successfully in the team as well**  **Individually.**  **\*\*\*Efficient time Management.** |