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| ***CURRICULUM VITAE***  IMG-20130507-00080 **Personal Details**

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| **Date of Birth** | **June 10, 1978** |
| **Civil Status** | **Single** |
| **Nationality** | **Filipino** |
| **Language Spoken** | **Filipino, English** |
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**I hereby declare that the information provided is true and correct to the best of my commitment and knowledge.** | ArchieArchie.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.** |