**Objective:** To secure a responsible career opportunity, where I can fully utilize my knowledge and skills, while making a significant contribution to the success of the organization.

**Summary of Qualifications**

* Proficient in Microsoft Word, PowerPoint, Excel.
* Honest, flexible and hardworking.
* Responsible in meeting deadlines.
* Personal skills include observation of events, analysis of the problem, and application of technical knowledge.
* Can work under pressure and still be effective and efficient
* Organized and Efficient-Skilled at managing tasks with competing priorities.

**Work Experience**

**EGI ALBERGO, INC. –** July 21, 2011 – October 10, 2015

**Accounting/Finance Staff**

City Philippines

* Bank Reconciliation.
* Reconcile credit card statements from official receipts.
* Prepare and verify Bank deposits from official receipts.
* Make partial collection audit.
* Updates the company’s Account Receivables.
* Summarize all Liquidation of officers and Employees.
* Prepare General Journal Voucher.
* Prepare statement of accounts and receive payments from commercial and residential clients.
* Responsible in monitoring and updating the date of resignation and date hired of incoming and resigning employees.
* Collecting data needed for payroll computation.
* Process all taxes for payment and other employees benefits.

**Narda’s Group of Companies** – July 1, 2009 to May 31, 2011

**Accounting/Admin Staff**

Philippines.

* Prepare checks for payables.
* Bank reconciliation.
* Daily check the petty cash fund custodian.
* Prepare taxes requirements for payments.
* Report monthly expenses based on vouchers, make summary report.
* Updates the company’s Accounts Receivables and Account Payables.
* Maintain company’s daybook and ledgers.
* Prepare and verify bank deposit.
* Supervise employees’ accounts and monitor deduction per payroll.
* Process officers payroll as well as employees payroll.
* Keeps and updates Post Dated Checks register.
* In charge with the issuance of Official Receipts, Cash/Charge Invoice and vouchers.
* In charge with the tenants bills and payments.
* Coordinate the interviewing process between management and ‘new hire’ candidates.
* Schedules appointments, gives information to callers, takes notes, and otherwise relieves officials of clerical work and minor administrative and business detail.

**Educational Background**

**College:** **Bachelor of Science in Financial and Management Accounting**

 **University of the Cordilleras**

 Philippines

 2006 – 2009

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 **Gulfjobseeker.com CV No:** **1517394**