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| |  |  | | --- | --- | | **Honeyleth**  [**Honeyleth.271262@2freemail.com**](mailto:Honeyleth.271262@2freemail.com)  Position Desired: **Accounting Assistant/Staff** |  |  |  |  | | --- | --- | | **PERSONAL DATA** | | | Age: | 34 | | | Date of Birth: | May 27, 1982 | | | Gender: | Female | | | Civil Status: | Married | | | Nationality: | Filipino | | |  |  | |  |  |  |  | | --- | --- | --- | | **WORK EXPERIENCE** | | | | **I have been working for 12.33 year(s).** | | | | 1. | Position: | **Global Ambassador Manila, Philippines** | | | Duration: | Nov 2012 - PRESENT | | Company: | Alliance in Motion Global | | Company Industry: | Others | | Department: | Multi-level Marketing | | Job Description: | * Work in the front line trying to establish good first impressions and lasting connections to ensure company success. A main job is to be the public image for the company, representing the company in various online and offline channels and regularly interacting with people. * Replying to inquiries or conducting promotions and contests. * Tasked to handle internal and external communications. | | 2. | Position: | **Teller I Aurora, Philippines** | | Duration: | Sep 2010 - Nov 2012 (2.2 yrs) | | Company: | Aurora Electric Cooperative Inc. | | Company Industry: | Energy (Electrical Power & Petroleum) | | Department: | Service Center | | Job Description: | * Collects payments by accepting cash, check, or charge payments from customers; making change for cash customers. * Balances cash drawer by counting cash at beginning and end of work shift. * Maintains safe and clean working environment by complying with procedures, rules, and regulations. * Issue receipts, refunds, credits, or change due to customers. * Doing Reports daily and deposits money at the bank. * Respond to customer’s complaints and resolve their issues. * Perform the duties of customer service representative when required. * Handling petty cash. | | 3. | Position: | **Bill Custodian II Aurora, Philippines** | | Duration: | Jan 2006 - Aug 2010 (4.6 yrs.) | | Company: | Aurora Electric Cooperative Inc. | | Company Industry: | Energy (Electrical Power & Petroleum) | | Department: | Accounting Department | | Job Description: | * Receives, accounts and records all procured office supplies and materials. * Records all materials and supplies distributed for proper accounting. * Prepares monthly office supplies inventory report. * Handling petty cash. * Withdraws assigned route/booklet of electric bills and/or disconnection notices. * Collection Section Safeguard booklets of electric bills and/or disconnection notices in their custody. * See to it that all electric bills and/or disconnection notices are properly distributed and acknowledge by the proper consumer and that all receiving copies are intact when returned back to the office. | | 4. | Position: | **Accounting Clerk Aurora, Philippines** | | Duration: | Feb 2005 - Dec 2005 (0.8 yrs.) | | Company: | Municipality of Maria Aurora, Aurora | | Company Industry: | Accounting / Audit / Tax Services | | Department: | Accounting | | Job Description: | * Maintains accounting records by making copies; filing documents. * Verifying the accuracy of invoices and other accounting documents or records. * Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). * Recommends actions to resolve discrepancies. Investigates questionable data. * Type accurately, prepare and maintain accounting documents and records. * Constantly update job knowledge. | | 5. | Position: | **Inventory Clerk Pasig, Philippines** | | Duration: | Aug 2004 - Dec 2004 (0.3 yrs.) | | Company: | Karimadon Trading | | Company Industry: | Apparel | | Department: | Accounting | | Job Description: | * Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems. * Performs routine clerical duties, including data entry, answering telephones, and assisting customers. * Maintain records of merchandises received and transferred. * Analyze and troubleshoot inventory control problems in a timely fashion. * Maintain inventory reports according to standard documentation and archiving procedures. | | 6. | Position: | **New Accounts Quezon City, Philippines** | | Duration: | Apr 2003 - Dec 2003 (0.7 yrs) | | Company: | Rizal Commercial Banking Corporation | | Company Industry: | Banking and Financial Services | | Department: | RCBC Quezon Ave. Branch | | Job Description: | * Answer customers' questions, and explain available services such as deposit accounts, bonds, and securities. * Compile information about new accounts, enter account information into computers, and file related forms or other documents. * Refer customers to appropriate bank personnel in order to meet their financial needs. * Inform customers of procedures for applying for services such as ATM cards, direct deposit of checks, and certificates of deposit. * Obtain credit records from reporting agencies. |  |  |  |  | | --- | --- | --- | | **EDUCATION** | | | | * **Bachelor of Science in Commerce Major in Financial Accounting** * Far Eastern University * Manila, Philippines * Jun 1999 - Apr 2003 | | | | | | | | **SKILLS** | | | | * General HR & Administration Work (Filing, Documentation) * MS Windows operations (Excel/Word/Power point/Outlook) * Computer literate * Hardworking, reliable, oriented with excellent interpersonal skills. * Numeracy skills | | | | |  |  |  | | --- | --- | | **TRAININGS/SEMINARS** | | | **Date** | **Topic/Course Title** | | Sep 13, 2012- Sep 14, 2012 | 5S and Team Building National Electrification Administration and Aurora Electric Cooperative, Inc. AURELCO Main Office, Reserva, Baler Aurora | | Mar 12, 2011- Mar 13, 2011 | Values Enhancement & Effective Customer Service National Electrification Administration Baler, Aurora | | Mar 9, 2011- Mar 11, 2011 | Customer Service Excellence AES- Masinloc Power Partners Co. Ltd. Subic, Zambales |  |  |  |  |  | | --- | --- | --- | --- | | **LANGUAGES SPOKEN** | | | | |  | **Language** | **Proficiency Level** (5=Excellent; 1=Poor) |  | | 1. | Tagalog | 5 |  | | 2. | English | 4 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | | | | | |  | | | | | |  |  |  |  |  | |  |  |  |  |  |  |  | | --- | | **REFERENCES** |  |  | | --- | |  | | |
| *Available upon request.* | |