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| **Honeyleth****Honeyleth.271262@2freemail.com**Position Desired: **Accounting Assistant/Staff** | https://d1f99x5nibvm9z.cloudfront.net/picture/2015/12/_3248511_947.jpg |

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| **PERSONAL DATA** |
| Age:  | 34 |
| Date of Birth:  | May 27, 1982 |
| Gender:  | Female |
| Civil Status:  | Married |
| Nationality:  | Filipino |
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| **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.
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| **EDUCATION** |
| * **Bachelor of Science in Commerce Major in Financial Accounting**
* Far Eastern University
* Manila, Philippines
* Jun 1999 - Apr 2003
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| **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
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| **TRAININGS/SEMINARS** |
| **Date** | **Topic/Course Title** |
| Sep 13, 2012- Sep 14, 2012  | 5S and Team BuildingNational Electrification Administration and Aurora Electric Cooperative, Inc.AURELCO Main Office, Reserva, Baler Aurora  |
| Mar 12, 2011- Mar 13, 2011  | Values Enhancement & Effective Customer ServiceNational Electrification AdministrationBaler, Aurora  |
| Mar 9, 2011- Mar 11, 2011  | Customer Service ExcellenceAES- Masinloc Power Partners Co. Ltd.Subic, Zambales  |

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| **LANGUAGES SPOKEN** |
|  | **Language** | **Proficiency Level**(5=Excellent; 1=Poor) |  |
| 1. | Tagalog | 5 |  |
| 2. | English | 4 |  |

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| **REFERENCES** |

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| *Available upon request.* |