**CAREER OBJECTIVE**

A very competitive finance professional with more than 2 years of experience is seeking to be part of an office environment wherein I can use efficiently and effectively my education, apply the best of my skills, organizational abilities, business intelligence and to be able to obtain a position as a team-player where I can maximize my knowledge in a challenging environment to provide an opportunity for professional development and career growth to achieve the corporate goals.

**COMPETENCIES**

* Good organizational skills
* Time and project management
* Leadership skills
* Assertive and disciplined person
* Good communication and interpersonal skills
* Knowledgeable in Microsoft Office Applications
* Excellent ability to adapt difficult situations
* Detail oriented
* Capable problem solver

**WORKING EXPERIENCE:**

**Admin and Finance Associate**

**Business Process Solutions, Inc. (an Ayala land Company) Manila, Philippines**

**June 23, 2014 – February 03, 2016**

Duties & Responsibilities:

* Performs administrative and office coordination support
* Receive and verify invoices and requisitions for goods and services
* Verify that transactions comply with financial policies and procedures
* Prepare, verify, and process invoices and coding payment documents
* Prepare batches of invoices for data entry
* Data enter invoices for payment
* Updates vendor files and numbers
* Prepares manual cheques as and when required
* Review and check bank statements and prepares bank reconciliation up to finalization.
* Settles admin expenses such as utility expenses (internet, water and electricity bills) on time
* Prepares purchase orders
* Monitor and order office supplies and equipment
* Maintain a filing system for all financial documents
* Ensure the confidentiality and security of all financial and employee files
* Complete casual payroll functions in order to ensure casual staff are paid in an accurate and timely manner

**EDUCATIONAL ATTAINMENT:**

**Bachelor of Science in Financial Management**

March 2014

University of the East, Manila

**TRAININGS AND SCHOOL ORGANIZATION INVOLVEMENTS:**

**On-the-Job Trainee under Credit Control Department**

Philippine National Bank (PNB)

November 20, 2013 – February 6, 2014

Duties & Responsibilities

* Bookkeeping
* Checking of loan applicant’s requirements if they are capable on taking the loan they are applying for
* Assist department employees whenever they are in need

**Treasurer** (Academic Year 2013 – 2014)

College of Business Administration Student Council

University of the East, Manila

Duties & Responsibilities

* Ensure that student council’s budget was well spent
* Ensure that all program/event/seminars have enough budget
* Organize and program/event/seminars that benefits the student body
* Prepares liquidation of expenses, cash flow, statement of account and balance sheet at every end of the month to ensure that the council still have enough budget to cater events and future expenses.

**PERSONAL INFORMATION**

**Nationality** : Filipino

**Visa Status** : Visit Visa

**Age** : 21

**Gender** : Female

**Marital Status**  : Single

**First Name of Application CV No:** 1658274

Whatsapp Mobile: +971504753686

