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**KATHLEEN**

**KATHLEEN.287921@2freemail.com**

**CAREER OBJECTIVE**

* Seeking a position in a growth-oriented company that will lead to a lasting relationship in the field of business management and accounting where I can utilize my skills, implement my knowledge and make a contribution. I am eager to learn and excited about my career path.

**SUMMARY OF QUALIFICATIONS**

**Strong Accounting Knowledge**

* Can prepare, examine and analyze accounting records, financial statements and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Able to prepare bank reconciliation and record accounting entries to necessary book of accounts
* Can establish tables of accounts, assign entries to proper accounts and posting entries from journal voucher to general ledger and subsidiary ledgers
* Able to develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Able to analyze costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice

**Communication and teamwork**

* Able to communicate effectively, strong written and verbal communication skills acquired through study.

**Enthusiastic, hard-working and eager to learn**

* Reliable, trustworthy, with a strong work ethics and values, very well-organized, highly proactive, has keen attention to details, resourceful and has the ability to handle multiple tasks.
* Has a good sense of initiative, a good team-player, determined and committed to work with positive attitude and very capable of working under pressure.

**Technical skills**

* Strong technical proficiency in Microsoft Office (Excel, Word, PowerPoint), with knowledge in **QnE System, Peachtree/Sage Accounting Software and Tally.**

**Language skills**

* Excellent in speaking and writing English and Filipino.

**WORK EXPERIENCES**

* **Ropali Motorcycles, Ropali Corporation**

**Branch Accountant** **cum Admin Officer**

**Malasiqui, Pangasinan Philippines**

March 2015 to January 2016

**Accounting Job:**

* + Responsible on tracking and recording daily transactions of the branch.
	+ Responsible on transferring and recording manual report to system report.
	+ Provider of accurate and timely basis report.
	+ Updates and maintains books of the account.
	+ Monitors the proper completion of all the required documents for all sale transactions.
	+ Prepares a report of all the outstanding and overdue payments on a daily basis for the showroom.
	+ Coordinates with the banks representatives and company's personnel to get the payments on time.
	+ Receives payment by cash or check.
	+ Forecasting and analyzing the showrooms operating expenses, to enable to handle the petty cash wisely in accordance with limited budget.
	+ Maintains petty cash, petty voucher preparation, parking and sending to Finance Department.
	+ Prepares deposit slips.

**Administrative Job:**

* + Assuring the compliance of the sales people with the policies and procedures that are mentioned in the company's guidelines.
* Answers phone calls.
* Receive and direct visitors and clients.
* General clerical duties including photocopying, fax and mailing.
* Maintain electronic and hard copy filing system.
* Retrieve documents from filing system.
* Handle requests for information and data.
* Resolve administrative problems and inquiries.
* Prepare written responses to routine enquiries.
* Prepare and modify documents including correspondence, reports, drafts, memos and emails.
* Prepare agendas for meetings and prepare schedules.
* Record, compile, transcribe and distribute minutes of meetings.
* Open, sort and distribute incoming correspondence.
* Maintain office supply inventories.
* Coordinate maintenance of office equipment.
* Coordinate and maintain records for staffs.
* **On-the-Job Training**

Landbank of the Philippines

Santiago City, Isabela

November 2014 to February 2015

**Job Descriptions:**

* Helps in proper filing and sorting of client’s documents.
* Assist clients to secure that all necessary information is available for easy processing.
* Receives and sends documents through fax to ease inter-branch transfer of documents.
* Helps in the inventory of semi-expendable and fixed assets to assure the completeness of the assets and to scrutinize the usefulness of the assets.

**EDUCATION AND TECHNICAL QUALIFICATION**

* **Bachelor of Science in Business Administration Major in Management Accounting**

Isabela State University

Echague, Isabela

June 2012 - April 2015

* **Certified Bookkeeper**

TESDA National Certificate Level III

January 2015 – January 2020

**PERSONAL INFORMATION**

Nationality: Filipino

Birthday: March 13, 1994 (22 years old)

Civil Status: Single

Visa Status: Visit Visa (Expiration Date: 23 June 2016)

Expected Salary: AED 2300-3500

*I hereby certify that the information above is true and correct.*