

**LILIBETH**

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##### **R E S U M E**

# Position Applied For : COLLECTION ADMINISTRATION STAFF

 **Experience:**

Employer and Address : Position: From - To Length of Time

**BANCO DE ORO Marketing Assistant 5 03/01/2003**  - present 11 yrs

SM City Mall Branch *Functions :*

 1. Marketing/Promoting our products and services.

1. Ensures that periodic marketing targets are achieved.
2. Opening an account.
3. Process cash/checks deposits.
4. Attend to client’s needs and inquiries
5. Process time deposit maturities
6. Handle trust bookings and redemption
7. Offer various loans, insurance and credit cards to clients
8. Review all computer generated reports
9. Efficient Delivery of Customer Service

**PDCP BANK**  **General Acctg. Bookkeeper**  03/1994 - 03/2003 9 yrs

Novaliches Branch

 *Functions :*

1. Check and call back daily transactions
2. Reviews all computer generated reports and print - outs
3. Acts on problems that cannot be handled by staff.
4. Checks and signs all accounting entry Tickets as to the accuracy and propriety.
5. Checks Daily Reports such as Balance Sheet, Trial Balance, Statement of Earnings and Expenses (Income Statement), etc.
6. Supervises Accounting Staff
7. Ensures that all accounting practices and procedures are in accordance with Generally Accepted Accounting Principles (GAAP)
8. Implement and ensures compliance to internal control policies and procedures.
9. Checks Cash in Vault on a daily basis
10. Open and Close Vault Door and Cash Safe Combinations
11. Ensures ***Faithful Compliance of Existing Internal and External Control Procedures and Policies.***
12. Ensures Reconciliation of Float Items
13. Report to Controllership all irregularities and material errors
14. Checks General and Subsidiary Ledgers, Accruals, and Inventory of Supplies
15. Process loan applications and monitoring of due dates of payments

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# United Coconut Planters Bank

# Dagupan City Branch

 Posting Bookkeeper 06/1992 03/1993

 *Functions :*

 1. Check Daily Transactions

1. Vouched Transaction Slips per Teller
2. Check Reports
3. Prepare Outward clearing checks
4. Monitor Inward clearing checks if debited to specific current account
5. Prepare Journal Entries, Journal Vouchers, and Update and Monitor Accounts Payable and Accounts Receivable and other Sensitive General Ledger and Subsidiary Accounts.
6. Prepare Accrual of Interest on Deposits
7. Create & Update General & Subsidiary Ledgers, Inventory of Supplies

 and. Prepare Amortization and Depreciation Schedule

**Education :**

Name of School & Address: Date Attended : Course/Degree

 University of Pangasinan Bachelor of Science in Commerce

 Dagupan City 1989 – 1992 Major in Accounting

 **Bued High School**

 Calasiao Pangasinan 1984 – 1988 High School (Valedictorian)

 **Bued** **Elementary School**

 Calasiao Pangasinan 1978 - 1984 Elementary (Valedictorian)

**Government Examination Passed : Rating Date Taken**

Career Service Professional Examination 80.00% October 1993

**Special Skills :**

 **StepUp Accounting.**

 **Banking Systems/Application Programs Evaluation**

 **MSOffice Operations from Lower to HigherVersions**

**Special Training/Seminar:**

 Comprehensive Real Estate Seminar for Brokers

 Customers Service Seminar

 Signature Verification and Counterfeit Detection

 Value Formation Program

 Accountancy Training

StepUpAccounting Training

**Personal Details:**

 Age - 45 years old

 Height - 5`4”

###  Weight - 56 kgs

 Date of Birth - March 19, 1971

 Place of Birth - UST,Manila

 Nationality - Filipino

 Religion - Catholic

 Language spoken - English, & Pilipino

 **Lilibeth**

 Applicant