**CECILLE**

[**CECILLE.324687@2freemail.com**](mailto:CECILLE.324687@2freemail.com)

**Objective:**

To join an interactive organization that offers me a constructive workplace and positive atmosphere and inspires me to enhance my inter-personal skills, hard work and dedication to contribute for the productivity of the company

**WORK EXPERIENCE**

**FAST TRACK DEBT COLLECTION**

Al Muteena, Deira, Dubai, UAE ( Employment Visa)

Debt Collector

April 2106 - present

**Duties & Responsibilities:**

* Recovering money from high stake accounts
* Preparing monthly collection statements and reports
* Preparing datas for Legal Procedures

**DIOCESE OF DIGOS**

Accounting Officer

Davao City, Philippines

November 2007 – January 15, 2016

**Duties & Responsibilities:**

* Preparing monthly, quarterly and annual financial statements.
* Ensuring that all accounting records comply with company and statutory requirements.
* Maintaining balance sheet sub-ledgers and performing any monthly reconciliation.
* Perform all accounting functions for general ledger accountability and financial reporting.
* Manage and support the monthly, quarterly and annual financial closings.
* Providing accounting advice to work colleagues.
* Daily cash postings to subsidiary ledgers.
* Prepare monthly bank reconciliations.
* Provide all details and information required to facilitate the auditing process.
* Ensuring proper book of accounts is maintained.
* Computes and prepares payroll and monthly employee contributions.
* Prepares annual and quarterly tax returns.
* Prepares withholding taxes, monthly and quarterly including alphalist attachments.

**OFFICE OF THE GOVERNOR**

Office Secretary PHILIPPINES

July 2000 to June 30, 2007

**Duties & Responsibilities:**

* Establish and maintain an effective filling system.
* Prepares corresponding memorandum and other communication to concern departments
* Arranges activities and meetings of the Governor.
* Prepares minutes of the meetings in regional and district offices of the Government.
* Scrutinize received documents and checks for completeness and correctness.

**ONE NETWORK BANK**

Bank Teller

February 2000 to June 30, 2000

**Duties & Responsibilities:**

* Receive checks and post entries into correct accounts
* Cash checks after ensuring that signature are valid
* Manage balancing duties akin to currency, coins and checks
* Verify dates on incoming checks
* Ensure that customers’ loan information is processed and maintained appropriately
* Receive cash from armored cars and count and verify cash
* Verify cashier’s checks
* Sort, file and record deposit slips
* Manage bank vaults to ensure correct cash balances
* Provide information to clients regarding bank services
* Manage specialized services such as checking and savings accounts
* Resolve discrepancies in accounts
* Provide account balance information to clients
* Accept and process loan payments
* Transfer funds at the request of clients
* Ensure that the cash drawer is balanced and maintained at all times
* Cross sell bank’s products
* Open and close checking and savings accounts
* Perform end of the day recap of money and bank slips
* Post all cash and credit card entries into the database
* Organize and restock workstation with supplies
* Stamp receipts and verify that the customer is who he or she claims to be
* Compare signatures, photos and ID to verify

**EDUCATIONAL ATTAINMENT**

Tertiary:

COR JESU COLLEGE - BACHELOR OF SCIENCE IN COMMERCE

MAJOR IN BUSINESS ADMINISTRATION 1995- 2000

Secondary:

DAVAO SUR NATIONAL HIGHSCHOOL 1991- 1995

Elementary:

RAMON MAGSASAY CENTRAL ELEMENTARY SCHOOL 1986- 1991

**SKILLS**

* Basic Knowledge of Word Processor (MS Word), (Database Operation MS Office, Excel), (Microsoft PowerPoint), Internet browsing.

**PERSONAL DATAS**

|  |  |
| --- | --- |
| Age | : 37 years old |
| Date of Birth | : June 25, 1979 |
| Place of Birth | : Digos City |
| Gender | : Female |
| Height | : 5’1” |
| Weight | : 60 kls. |
| Religion | : Roman Catholic |
| Citizenship | : Filipino |
| Civil Status | : Married |
| Visa Status |  |
| Availability | : Immediately |
| Salary | : Negotiable |