**KIMBERLY**

[**KIMBERLY.325890@2freemail.com**](mailto:KIMBERLY.325890@2freemail.com)

**BS Business Administration Major in Financial and**

**Management Accounting,**

**OBJECTIVE**

**kjdfhdsjbcs**

To be part of a competitive company and apply the knowledge and capabilities that I had attained from my course and achieve professional experiences from the firm, as I ensure the profitability and strategic goals of the company.

**ON-THE-JOB TRAINING/ PRACTICUM/ INTERNSHIP EXPERIENCE**

**Department of Agrarian Reform** – Accounts Receivables/Secretary (November 2014 - February 2015)

**EMPLOYMENT HISTORY**

**PAYROLL SPECIALIST III October 2015 – November 2016**

**AMA Group of Companies – Head Office**

**AMA Building II, #59 Panay Ave, QC, Phils.**

* In-charge for the salary adjustment analysis and overall payroll preparation of the assigned 21 AMA Branches,
* Prepares the monthly Request for Payments and schedules for the government remittances such as SSS, PHIC, HDMF and ITW,
* Responsible for the online posting of SSS Contribution payments and EFPS filing for 1601-C remittances,
* Responsible for the last pay computation of the resigned employees,
* Performs other seasonal duties like 13th Month Pay, Alpha list, Tax Refund preparation

**ACCOUNTING ASSISTANT April - August 2015**

**Lite Xpress International Inc.**

**#21 Natib St. Cubao, QC, Phils.**

* In-charge for all office-related works in the branch particularly documentation, handling of Petty Cash Fund, Cash Advances and Inventory,
* In-charge in payroll preparation and adjustment report,
* Responsible for the preparation and monitoring of checks,
* Handles the preparation of Request Payments and Invoices for utilities, working and marketing funds,
* Monitors and prepare replenishment of PCF provided by HO for branch expenditures,
* Handles the documentation and transfer fund for various branches, and ensure the completeness, accuracy, consistency of information and compliance of documentation guidelines and procedures prior to the submission to financing,
* Prepare voucher for all supplier, requisition billings and government payments

**EDUCATIONAL BACKGROUND**

**Tertiary:** Technological Institute of the Philippines (2011 – 2015)

Bachelor of Science in Business Administration Major in Financial and

Management Accounting

**Secondary:** Jose P. Laurel Sr. High School (2007-2011)

**Elementary:** Pura V. Kalaw Elementary School (2001-2007)

**SEMINARS AND TRAININGS ATTENDED**

**Boardwalk** **Business Ventures, Inc. The Impact of ASEAN 2015 Integration the Business Industry**

TIP, QC, Philippines TIP, QC, Philippines

Aug. 02, 2014 August 14, 2014

**Career Outlook for a Successful FMA Program How to become Successful in field of Financial Management**

TIP, QC, Philippines TIP, QC, Philippines

Aug. 15, 2014 September 12, 2014

**Social Entrepreneurship seminar DOLE Seminar**

TIP, QC, Philippines TIP, QC, Philippines

March 24, 2015 March 24, 2015

**SKILLS**

* Proficient in English and Filipino language
* Knowledge in Microsoft Office Application (Word, Power Point, Excel, and Access)
* Knowledge in SAP (System, Applications, and Products in Data Processing)
* Goal Oriented and ready to take initiatives
* Possess high standard of integrity
* Can work with minimal supervision
* Computer Literate
* Can do multitask and work under pressure

**PERSONAL INFORMATION**

Birth date : July 11, 1995

Height : 5’3 ft.

Weight : 45 kls.

Sex : Female

Civil Status : Single

Nationality : Filipino

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*