**MARY**

[**MARY.328456@2freemail.com**](mailto:MARY.328456@2freemail.com)

**Position Applying For:**

Accounting Staff/Office Clerk

**Objective**

“Be associated with a progressive organization that gives me challenges and opportunities to enhance my knowledge and skills in accounting in order to achieve desired results and add value to the organization.”

**Career Profile**

* Disclose relevant and reliable information to management on a timely basis.
* Being keen and observant
* Records, documents and information presented must always be supported.
* Strong analytical skills, capable of assessing the materiality of information for the welfare of the organization.

**Personal Information**

Age : 26 Nationality : Filipino

Birthday : September 22,1990 Gender : Female

Civil Status : Single Address : Abu Dhabi, UAE

Skill : Skilled in Accounting, Computer Literate (MS Word, Excel, PowerPoint)

**Educational Achievement**

College/University : Bachelor of Science in Business Administration

Major in Management Accounting

University of San Agustin, Iloilo City, Philippines

(2007 to 2011)

High School/Secondary Education : Igbaras National High School

Igbaras , Iloilo, Philippines

(2003 to 2007)

Elementary Primary Education : Igbaras Central Elementary School

Igbaras, Iloilo, Philippines

(1997 to 2003)

**Work Experiences**

* **Al Safeer Group of Companies**

Sales Representative

October 25, 2015 to Dec. 10, 2016

P.O. Box 22320

Industrial Area No.1 Sharjah, UAE

**Duties and Responsibilities**

* + Section in charge of kids garments
  + Attending and assisting of customers
  + Inventory of items
  + Making requirements of items
  + Checking and controlling of stocks
* **IMPERIAL APPLIANCE CORPORATION**

Office Clerk

October 9, 2014 to October 20, 2015

Iloilo City, Philippines

**Duties and Responsibilities**

* + Reckoning of cash remittances of collectors per cash receipts
  + Preparing of deposit slip for bank deposit
  + Encoding of cash receipts in SAP Accounting System
  + Monitoring of daily collection per collector
  + Preparing of monthly collection report (basis for incentive of collectors)
  + Assistant/secretary of Credit and Collection Dept. Manager
  + Preparing of fieldwork result of Dept. Manager
  + Preparing of result of repossession and collection caravan
  + Encoding of repossessed unit in SAP Accounting System to update customer’s account
  + Issuing of repo redemption receipt for items redeemed from repossessed
  + Issuing provisional receipt for customers payment of postdated checks
  + Preparing of demand letter for customers with delayed accounts
  + Monitoring of monthly branch performance (percentage of sales and collection)
  + Filing of contract of new customers account and pull-outing of closed accounts
  + Checking and printing of customer’s record for reference of Credit Analyst for approval of customer’s appliance loan
  + Issuing certificate of ownership to customers with closed accounts
  + Preparing of monthly repossession incentive of collectors
  + Handle phone calls
* **PRINCEWORLD REALTY CORPORATION**

Accounting Staff

August 2011 to August 2013

Iloilo City, Philippines

**Duties and Responsibilities**

* Prepare vouchers in Peachtree Accounting System
* Monitoring of disbursement journal
* Monitoring of cash receipts journal
* Filing of vouchers and cash receipts
* Making of necessary adjusting journal entries
* Preparing of monthly income statement and balance sheet
* Releasing of check payments to suppliers
* Helping in releasing of wages of construction laborers
* Helping in monthly inventory of all materials needed for construction (aggregate sand, cement, steel bars and etc.)
* Reconcile payable of certain supplier per supplier statement and per company file.
* Monitoring of cash advances (Documentation, Planning and Engineering Dept.)
* Ensure that petty cash per ledger are supported for replenishment
* Reconcile Intercompany Transactions with Affiliate
* Handle phone calls

**References**

Will be given upon request