**KENNETH**

**KENNETH.334293@2freemail.com**

**POSITION APPLYING FOR**: *Accounting/Finance Officer / Office Clerk*

**PROFESSIONAL ATTRIBUTES:**

* Fluent in English communication, both in verbal and written communication.
* Expert in Microsoft Word, Excel, PowerPoint and Outlook Application.
* Knowledgeable in Basic Accounting and Bookkeeping terms and application.
* Detail-oriented, efficient and organized professional with extensive experience in accounting.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions

**CAREER SUMMARY:**

* **ACCOUNTING ASSISTANT** **-** **SHAKEY’s Lipa Branch**

**International Family Food and Services, Inc**

J.P Laurel, Ayala Highway, Lipa City Batangas, Philippines

 June 27, 2013 – February 25, 2016

* + - Performed accounts payable functions for restaurant operation expenses.
		- Managed accounts, generating daily and weekly sales on demand of cash and cheques.
		- Managed financial departments with responsibility for Payroll, Accounts Payable and Receivable.
		- Created budgets and forecasts stocks for the restaurant operation.
		- Ensured compliance with accounting deadlines.
		- Prepared company accounts and tax returns for audit.
		- Coordinated monthly timekeeping and payroll functions for 50+ employees.
* **JUNIOR FINANCE OFFICER / OFFICE CLERK**

**El Grande Hotel and Resorts**

San Carlos, Lipa City Batangas, Philippines

 April 25, 2011 – May 05, 2013

* + - Perform clerical duties including filing and inventories.
		- Communicate with customers in order to provide general information.
		- Manage calendars and arrange appointments.
		- Sort and distribute incoming mail.
		- Operate office machinery such as copier and fax machine.
		- Type and proofread outgoing correspondence.
		- Perform additional general office duties such as assisting staff with their specific work when required

**EDUCATIONAL BACKGROUND**

 **COLLEGE DEGREE BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT ADMINISTRATION**

 **Lyceum of the Philippines - Batangas**

 Capitol Site, Batangas City, Philippines

 June 2009 – March 2013

**PERSONAL DATA**

 Birth date: February 6, 1993

 Birth place: San Isidro Lipa City Batangas

 Age: 23 years old

 Height: 5”9’

 Weight: 60kgs

*I hereby certify that the above information given are true and correct as to the best of my knowledge.*