**KENNETH**

[**KENNETH.334293@2freemail.com**](mailto: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.*