**Lougine Espinoza Lising**

**Al Qusais, Dubai U.A. E.**

Attn: Human Resources:

I graduated at **St. Michael’s College** (Philippines, Pampanga). Where I took up **Bachelor of Science in Commerce Major in Banking and Finance**. This program has allowed me to utilize my accounting skills in recording, classifying and summarizing of transactions. With my working experience in field of accounting and administration, I want to develop more my career through trying better opportunities; given the chance to be qualified will be my turning point to prove myself in recognitions for professionalism, thoroughness and commitment to quality and teamwork. I am a dynamic person with positive work attitude and have high commitment to service excellence.

If given the opportunity, I am very willing to learn and I am very adaptable. I am very flexible, computer literate, as well as having excellent multi-tasking skills; therefore I look forward to a challenging, busy environment.

Please find my resume attached for your perusal. I appreciate your consideration and look forward to hearing from your earliest convenience.

Thanking you for your time.

Sincerely,

Lougine E. Lising

**LOUGINE ESPINOZA LISING**

OBJECTIVE:

* Seeking a stable position for accountant in a reputed firm, so that I can use my experience and knowledge for mutual benefits and growth.

PROFESSIONAL SKILLS:

* With a Bachelor’s Degree in Commerce Major in BANKING and FINANCE; Proficient in Microsoft Office ‘2003-2010 (Word, Excel, and Powerpoint); Knowledgeable in encoding data and performing computer operations & other computer applications such as tally, etc..
* Five years experience in Accounting field.

EMPLOYMENT RECORD:

**General Accountant**

(May 27, 2011 – December 4, 2016)

(Philippines)

**Jobs Responsibilities:**

1. Responsible in Safekeeping and handling of Petty Cash Fund, Collection and Motorcycle Registration Funds.
2. Issuing Cash Receipts, Invoices, and checking daily Accounts.
3. Deposits all collections such as cash and post dated checks.
4. Responsible in daily encoding of transaction to general receivables and general parts as well as daily submission of daily cash position report and daily monitoring report of the branch etc..
5. In charge of reports preparation including sales, spareparts, repairs and maintenance, cash disbursement report, monthly performance report and other related reports.
6. Administrative payrolls, direct to superior.
7. Encoding in tally, Accounts Receivables and other program.
8. Person in charge in case of Manager’s absence.

**Bookkeeper**

(Dec.2009-July 2010)

(St. Joseph the Worker, Philippines)

**Jobs Responsibilities:**

1. Journalizing transactions for single proprietorship, partnership and corporation.
2. Posting transactions.
3. Preparing trial balance.
4. Preparing financial reports for single proprietorship, partnership and corporation.
5. Reviewing internal control system.

ON THE JOB TRAINING ATTENDED:

* **PHILIPPINE NATIONAL BANK**

Sto. Cristo Guagua, Pampanga Philippines

November 2010-January 2011

* **LOCAL GOVERNMENT UNIT**

Plaza Lubao, Pampanga Philippines

May 2010-April 2010

CERTIFICATE OF COMPLETION and RECOGNITION:

* **Bookkeeping – Technical Education & Skills Development Authority**
* **Computer Literacy – Sta. Cruz Computer Learning Center**
* **Dedicated service & outstanding accomplishment – Probikes Motorcycle Center**

EDUCATIONAL ATTAINMENT:

* **TERTIARY : St. Michael’s College (SMC) 2007 – May 2011**

Bacherlor of Science in Commerce

 Major in Banking and Finance

Guagua, Pampanga Philippines

PERSONAL INFORMATION:

 Age : 25

 Date of Birth : February 17, 1991

 Gender : Female

 Civil Status : Single

 Visa Status : Tourist Visa

CHARACTER REFERENCES:

 Upon requested.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge.

 LOUGINE E. LISING

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| **Lougine Espinoza Lising – CV No 2021844**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |