**CURRICULUM VITAE**

**DELILAH**

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**VISION** :

Toenhance self-worth, pursuing personality development and aspirations through active participation in community based works, program and promote advocacy.

**CAREER OBJECTIVE**:

To find challenging position to meet my capabilities, competencies, skills and experience.

**SKILLS:**

* Excellent communication skill.
* Experience in event planning for community services.
* Experience in travel booking..
* Knowledgeable in Microsoft applications such as (word, excel, powerpoint)
* Has background in SAP application
* Background in bookkeeping.
* Able to cope up reporting with tight deadline.
* Excellent communication and interpersonal skills.

**WORKING EXPERIENCE**

**ADMIN/FINANCE ASSISTANT AT WORLD FOOD PROGRAMME PHILIPPINES**

December 18,2013 –March 31,2016

**ADMIN/FINANCE ASSISTANT, RESPONSIBLE FOR:**

* Extract and input data from various sources in financial or accounting systems;
* Respond to accounting, budget or financial queries;
* Prepare bank reconciliations and conduct analysis of ledger accounts;
* Verify vendor claims for accuracy and conformance with WFP finance rules and regulations; perform claim verifications against the documentation to ensure that purchases/services are properly authorized and that the goods have been received or service rendered; and ensure timely recording and processing of vendor invoices;
* Ensure timely clearance of vendor outstanding items corrective follow up actions where required;
* Prepare necessary receipt and journal vouchers;
* Provide information related to financial transactions;
* Managed inventory of supplies and materials from office to warehouse;
* Processes release of donated materials and equipment to partners;
* Managed warehouse arrangement and checking ofincoming & outgoing supplies & materials;
* Perform reception related tasks such as welcoming and assisting guests, routing of mails ensuring that mails received were forwarded to the right recipient, answering incoming calls and operates various office equipment;
* Occasionally, book travel for staffs to be assigned in other location/areas;
* Draft routine correspondence related to the unit’s work;
* Perform other related duties as required.

**REASON FOR LEAVING**: Contract Ended.

**FINANCE ASSISTANT AT HUMANITARIAN RESPONSE CONSORTIUM – OXFAM GB, PHILIPPINES STORM SENDONG (WASHI) EMERGENCY RESPONSE IN ILIGAN CITY**

January 9,2012 – April 15,2012

**FINANCIAL ASSISTANT, RESPONSIBLE FOR**:

* Writing accurate reports to the finance manager.
* Control and reconciliation of petty cash, cheques etc.
* Raising purchase orders and arranging for the payment of invoices.
* Administering petty cash.
* Administering payment for cash for work (CFW).
* Able to efficiently carry out general administrative duties.
* Able to work under pressure and do multi-tasking
* Making sure that procurement has been properly observed
* Strong ledger skills.
* Coordinating closely with the Logistics officer, ensuring the vendor’s payment is noted and serve.
* **PROGRAMME SUPPORT OFFICER, RESPONSIBLE FOR:**
* Serves as Human resource officers for volunteer and cash for work jobs for Iligan projects;
* Serves as Administrative officer for Iligan office, that’s responsible for:
* Looking out the needs of the office from supplies to janitorial;
* Assists in vehicle dispatching;
* Prepare hotel bookings for Oxfam Staff’s visiting to Iligan Office;
* Do procurement process, case to case basis.

**REASON FOR LEAVING**: Contract Ended.

**BARANGAY COORDINATOR- Builders for the Future, Iligan City**

January 2010– June 2011, May 2, 2012 – December 31, 2012, June 3, 2013-December 15,2013

 DUTIES:

* Responsible in organizing leaders for BFF in a barangay;
* Prepare reports and progress;
* Cope up deadline in submission of reports;
* Create access for members of the organization for any concerns to the BFF office;
* Establish relationship to the community;
* Participate in planning of projects for the targeted beneficiaries.

**REASON FOR LEAVING**: Project Ended.

**BARANGAY SECRETARY -** Barangay Patpat, Malaybalay City

May 2000– November 2001

 DUTIES:

* Keeping barangay records in order.
* Take down minutes during council sessions.
* ­­­­­­­­­­­­­­­­­­­­­­­­­Organize and plan proposal for barangay activities.
* Taking down minutes of meeting.
* Ensure that all information and notices will be given to the concern;
* Assists in recording blotter.
* Represent for meetings in the absence of the barangay chairman and council;
* Establish communication to establishments within the barangay,
* Prepare clearances, resolutions and purchase orders

**EDUCATIONAL BACKGROUND**

ONLINE STUDIES: **ALISON (**A new world of free certified learning)

Diploma in Social Work Studies

 January 2013

VOCATIONAL : **SYSTEMS TECHNOLOGY INSTITUTE**

Malaybalay City

 Windows Application

 March 30,2001

 SHORT COURSE: **CERTIFICATE INTOUR GUIDING SKILLS**

 **2nd TOUR GUIDING SKILLS TRAINING**

City Tourism Office, Iligan City

 Maria Cristina Hotel, Iligan City

 May 4-15, 2009

TERTIARY : Central Mindanao University

BS Chemistry(Undergraduate)

 SECONDARY : **BUKIDNON STATE COLLEGE SSL**

 MalaybalayCity

 March 1995

**PERSONAL INFORMATION**

BIRTHDAY AUGUST 6, 1978

MARITAL STATUS MARRIED

**TRAININGS, SEMINARS & FORUMS ATTENDED**

 **Inventory Management**

 **HP e-Learning**

September 29, 2014

**BUSINESS MANAGEMENT for SMALL BUSINESS**

ILIGAN CHAMBER OF COMMERCE

 Iligan City

 August 30, 2012

**ACCOUNTING FOR NON-ACCOUNTANTS**

ILIGAN CHAMBER OF COMMERCE

 Iligan City

 September 15, 2012

**LIVELIHOOD SKILLS TRAINING**

 Philippine National Red Cross

 Kiwalan, Iligan City

 April 2010

**SKILLS TRAINING ON BOOKKEEPING PROCEDURE**

 Barangay Kiwalan, Iligan City

 November 20-21,2009

**TRAINING PROGRAMME ON COOP LEADERSHIP AND GOOD GOVERNANCE**

 MSU-IIT Multipurpose Cooperative

 MSU-IIT Boardroom, Tibanga Iligan City

 October 11,2008

 \*VARIOUS CERTIFICATES ACQUIRED FROM WORKING AT WORLD FOOD PROGRAMME