Emmariz

Emmariz.341032@2freemail.com

**CAREER OBJECTIVE:**

 To work in challenging and creative environment where I can exhibit my expertise, qualification and effectively contribute towards the goals of the organization and prove my ability.

**SKILLS:**

* Computer Literate or has a good working knowledge of MS-Office.
* Has a good English communication skill.
* Quickly absorbs and assimilates new concepts
* Can handle pressure and thrives in a fast-faced environment.
* Hardworking and Possesses a positive attitude and work well with other team member.
* Proficient with Accounting Software: (in-house accounting software and Finacle). Can learn and adapt easily to other Accounting Software.

**PROFESSIONAL EXPERIENCE:**

**1. TREASURY ASSISTANT**

 Producers Savings Bank Corporation

 May 2013 to October 2016

JOB TASK AND RESPONSIBILITIES:

* Prepares Bank Reconciliation
* Process BDO remittance
* Prepare checks and releasing to suppliers
* Handling daily Fund Transfer to other Banks (using Land Bank of the Philippines System “lbpweaccess” and Rizal Commercial Bank Corporation “rcbcaccessonecorporate”)
* Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
* Provide Statement of Account to branches
* Encode BIR Alphalist from branches
* Prepare Credit Committee Minutes
* Prepare daily Entries for fund transfer and BSP Demand Deposit Account
* Prepare Schedule Dollar Time Deposit
* Handling Petty Cash Fund
* Forecast cash flow positions, related borrowing needs, and available funds for investment
* Trading (using BSP System “Monetary Operating System (MOS)” and (Philpass Participant Browser)

**2. ACCOUNTING STAFF**

 Royce Motorcycle Trade Corporation

 April 2011 to April 2013

JOB TASK AND RESPONSIBILITIES:

* Recording and posting accounting transaction using company’s accounting system
* Maintaining proper records of inventories
* Preparing adjusting entries for interest, bank fees, penalty and discounts on payments, repossessed accounts and conversion of payments terms
* Prepare schedules for short term loan
* Encode documents received from branches (delivery receipts, receiving report, and account opening form)
* Proofread all documents encoded
* Preparing SOA for clients reference with outstanding debts
* Bank reconciliation
* Prepare supplementary schedules for Financial Statement

**EDUCATIONAL ATTAINMENT:**

* **Bachelor of Science in Business Administration**

**Major in Financial Accounting**

Araullo University – Phinma Education Network

Barangay Bitas, Cabanatuan City, Nueva Ecija (2007 – 2011)

**EXTRA-CURRICULAR ACTIVITIES:**

* 1. **MEMBER - National Federation of Junior Philippine Institute of Accountants**

**PERSONAL DATA:**

 Birth date : September 6, 1990

Gender : Female

Nationality : Filipino

 Civil Status : Single

 Visa Status : Visit Visa

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