

## Technological

## Institute of the

## Philippines

**Quezon City**

## Class 2014



# **ARMIE**

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**OBJECTIVES**

To be able to find a job, to broaden my knowledge and skills in the field of Finance, Accounting; while allowing me to contribute to the continued growth and success of the organization.

**WORK EXPERIENCE**

* **Accenture Philippines**

Transaction Processing Associate (Accounts Receivables)

October 20, 2014 to January 11, 2017

**Job Description**

* Perform data entry in SAP accounting system and research in various systems and tracking tools.
* Apply knowledge of processes and related systems to assists in identifying, assessing and resolving issues/problems related to the accounting matters.
* Assess and resolve non-standard and standard issues or problems.
* Seek advice and escalate issues when faced with tasks/problems outside the scope of the work.
* Preparing and analyzing working file for the team.
* Ensuring that application of payment was done according to the process signed by the management.
* Reviewing template for uploading prepayments account.
* Updating Operational Excellence matrix on a daily basis.
* Cash Application process, payment to invoice balancing and reconciliation.
* Doing weekly report of payment received versus payment applied.
* Weekly auditing payment has been applied correctly as per process.
* **AsianTech Computer Sales Corporation**

Account Payables Specialist

March 2014 - October 15, 2014

**Job Description**

* Maintaining the petty cash fund.
* Holding the company’s treasury balancing and bank reconciliation.
* Doing monthly expense report.
* Monthly payments of company’s expenses (electric, water etc.).
* Posting of payments in general ledger in accounting system.
* Preparation of loan application.
* Checking and analyzing financial stability of the company.
* **AsianTech Computer Sales Corporation**

On-The-Job Trainee

November 14, 2013 – January 15, 2014

**Concern Areas of Responsibilities**

* General Accounting
* Cash Disbursement
* Accounts Payables
* **Seachange Philippines – Technohub Diliman, QC**

Payroll Assistant (part – time)

July 15, 2011 – December 15, 2011

**Job Description**

* Assist in correcting employee registrations of government agencies for year 2008/2009
* Records updating
* Handling administrative tasks
* **Fontana Leisure Park Resort & Casino – Clark Angeles, Pampanga**

Food Cocktail Attendant / Cashier

January 2006 – May 2009

**Job Description**

* Giving full food service at Chinese and Filipino Guest while playing Baccarat
* Taking Order manually and punching the order to P.O.S. computer system.
* Ensure that all tables are clean well. Basing-out used utensils.
* Billing out receipt.
* Setting-up complete table accessories that Filipino-Chinese guest uses.
* Keeping the fresh ambience of the outlet as well as the cocktail attendant itself.

## EDUCATION

**Tertiary : Bachelor of Science in Business Administration**

**Major in Financial and Management Accounting**

Technological Institute of the Philippines

938 Aurora Blvd. Cubao, Quezon City

SY: 2011– 2014

**Bachelor of Science in Accountancy**

Technological Institute of the Philippines

SY: 2009 – 2011

**Bachelor of Science in Accountancy**

AMA Computer University

Maximina Rd.,Project 8 Bahay Toro Quezon City

SY: 2005 – 2006

**Secondary: Dr. Carlos S. Lanting College**

#16 Sangandaan Tandang Sora, Quezon City

SY: 2001-2005

## SEMINARS AND TRAININGS

* **Cultural Connection 360**

May 23, 2016, 12.45 CG1

Robinson’s Cybergate Building

* **BPI Seminar**

August 2013, Seminar Room A

Technological Institute of the Philippines, Quezon City

* **Boardwalk Seminar**

August 2010 and 2013

Technological Institute of the Philippines, Quezon City

Seminar Room A

## SKILLS AND INTERESTS

* Proficient in English and Filipino language
* Proficient in Microsoft Office applications (Word, Power Point, Excel)
* Proficient in SAP system
* Effective in Written and Oral Communication skills

**PERSONAL INFORMATION**

Age : 28

Date of Birth : September 23, 1988

Place of Birth : Quezon City

Gender : Female

Civil Status : Single

Citizenship : Filipino

Height : 5”6

Weight : 65 kg.

Religion : Catholic

Dialects : Filipino & English

Person to be contacted in case of emergency : Amelia T. Cortez

I hereby certify that the above information is true and correct. I authorize the institution to inquire with this regard to verify the veracity of any information and for further knowledge on my working habits, character and skills.