

**PERSONAL INFORMATION**

Age: 29 years old

Civil Status: Single

Religion: Roman Catholic

**KEY SKILLS AND COMPETENCIES**

* Proficient in MS Office software such as Ms Word, Excel, Powerpoint and other Software like EPS and Peachtree.
* Data entry and analysis.
* Numeracy skills
* Ability to quickly learn new and complex software.

**PERSONAL SKILLS**

* Committed to every endeavor.
* Can work in limited supervision.
* Can easily cope-up with changes and challenges.
* Reliable and responsible.
* Customer service oriented.

**ACHIEVEMENTS AND AWARDS**

-Outstanding Achievement Award

 Patria Sable Corpus College

 March 29, 2013

**LANIE**

**LANIE.345505@2freemail.com**

**CAREER OBJECTIVE**

* To work in a challenging and stimulating environment that enriches my knowledge and enhances my experience towards the achievement of organizational objective by applying my professional skills.

**WORK EXPERIENCES**

Company: EL TIGRE Security and Investigation Agency, Inc.

Location: BCC House, 537 Shaw Boulevard, Mandaluyong City, Philippines

Duration: Sept. 25, 2012- Oct. 06, 2015

Position: **HR Position**

**Job Description**

* Ensure valid, timely and accurate release of employee’s remunerations and maintain records of payroll transaction, official receipts of government payments and other required documents.
* Prepare schedule of government required remittances and reports for payments and reconcile SSS loan payments against actual amount due for the month.
* Process request of employees various loan application and certification as well as employees resignation benefits.
* Process back-pays and other incentives of employees and adjust error related salary adjustment and retroactive increases.
* Assist legal counsel of the company in payroll related cases by providing needed documents.
* Maintain appropriate records on employee balances and ensure appropriate payroll deductions are being taken for employee benefits.
* Provide high-quality costumer service respond to payroll inquiries and company incentives through telephone call, text messaging and e-mail or fax.

Position: **Accounting Assistant**

Department: General Accounting

**Job Description:**

* Check the accuracy and supporting documents of submitted expenses of the Owners for payment preparation.
* Posting of the expenses in the Ledger.
* Investigated and resolved account discrepancies by auditing documents.
* Prepare monthly schedule of unliquidated advances and maintain records of advances, promissory note duly signed by concerning employee, summary of uniform/paraphernalia’s, advances from affiliated companies and other required documents.
* Perform reconciliation of advances against liquidated amount.
* Daily monitoring of advances to ensure all advances are properly posted and updated.
* Maintaining accounting documents and records.
* Providing accounting and clerical support to the Accountant and other key management.
* Review, verify and process timecards for payroll.

**EDUCATIONAL ATTAINMENT**

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| Education Level:  | College Graduate |
| Education Field:  | Business and Accountancy |
| Course:  | Bachelor of Science in Accountancy |
| School/University:  | Patria Sable Corpus College |
| Location:  | Santiago City, Isabela |
| Date:  | June 2008 - March 2012 |

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| Education Level:  | College Level (Graduate) |
| Education Field:  | Health and Science Education |
| Course:  | Associate in Health Science Education |
| School/University:  | Saint Mary’s University |
| Location:  | Bayombong, Nueva Vizcaya |
| Date:  | June 2003 - Mar 2005 |