Richelle  
[Richelle.347087@2freemail.com](mailto:Richelle.347087@2freemail.com)

**CAREER OBJECTIVE**

To efficiently use the knowledge and skills I have learned that would be beneficial to the organization. Seeking for a rewarding and challenging position within the field of Management Accounting, which permits me to use my abilities committed for high quality work contributing to the development and improvement of the organization.

**DESIRED POSITION**: Any Accounting related position

**SUMMARY OF QUALIFICATIONS:**

√ Excellent interpersonal skills; organized, professional, cooperative and trustworthy.

√ Ethical, has sense of responsibility, resourceful and hardworking.

√ Meet deadlines, goal –directed; adjust to situations and good under pressure.

√ Fully computer literate with proficiency in MS Word, MS Excel, and MS PowerPoint

√ Fully knowledgeable in accounting prospect and willing to adapt the system used in this field.

√ Have knowledge in using Quickbook and DEMS and as an accounting system.

**PROFESSIONAL EXPERIENCE:**

**2012 – COMMONWEALTH RURAL BANK, Bookkeeper**

* Takes charge in the preparation of cash & non-cash tickets/proof sheets and general proof sheets.
* Attends to the systematic filing of all bank records (like proof sheets and tickets) according to the accepted filing system.
* Acts as property custodian.
* Acts as petty cash custodian.
* Prepares and keeps monthly bank reconciliation statements.
* Posts the days transaction to the general ledger and subsidiary ledgers and makes run-ups to reconcile the following accounts with the respective general ledger control accounts which may consist of due from other banks, loans, savings deposit, time loans, accounts receivable, accounts payable, expense, income, furniture and fixtures and other accounts depending on need.

**2013 – Present AGRI COMPONENT CORPORATION, BOOKKEEPER & HUMAN RESOURCES REPRESENTATIVE**

* Validates request for payments to subcontractors, clients, advances and other related disbursements to ensure accurate disbursement and compliance with the auditing requirements.
* Monitors aging of liability accounts to ensure that clients are paid on time, and liabilities are properly recorded in the books.
* Monitors & prepares Daily Expenses (General Expenses)
* Monitors and prepares Daily Cash Position Report
* Ensures accurate and timely processing of accounting data such as preparation of vouchers.
* Validates and prepares daily time records of workers for 15th&30th payroll.
* Prepares every 15th& 30th Payroll
* Prepares Contract of Employee & processes papers & requirements.
* Monitors and prepares Cash Advances subject for liquidations.
* Monitors project expenses per site.
* Prepares Operating Expenses Payable Analysis
* Prepares Cash Flow
* Handling Petty Cash Fund

**SEMINAR ATTENDED:**

Seminar on **Good Governance and Cooperative Bookkeeping,** Isabela State University Cooperative Building, February 26, 2014

**EDUCATION:**

2009-2012 ISABELA STATE UNIVERSITY-ECHAGUE CAMPUS

Bachelor of Science in Business Administration major in Management Accounting

2005-2008 LUNA NATIONAL HIGH SCHOOL

Extra Curricular Awardee

2004-2007 MAMBABANGA ELEMENTARY SCHOOL

Honor Roll

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