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| **CCI04122015_0005.jpgCCI04122015_0005.jpg**CAREER OBJECTIVESTo secure a position in a company that offers professional and challenging work which would help me utilize my Skills and Experience in Professional Office Management, assist me to gain experiences, employ my excellent interpersonal skills, and enable me to make positive contribution.SKILLS* Accounting/Administrative/ clerical/ secretarial support/ Office Management.
* Knowledgeable in Microsoft Office – Word, Excel, Outlook, PowerPoint, SAP system, ERIC ERP system and ERA net system
* Able to meet deadlines and handled multiple projects simultaneously utilizing excellent organization and time-management skills.
* Effective communication skills, both written and speaking.
* Flexible, Can Work under Pressure, Analyzing, Listening & Coordinating to Other People
* Excellent in answering calls and emails
* Strong analytical and problem solving
* Team player and have ability to work independently

AFFILIATIONSJunior Philippine Institute of Accountants – Holy Angel University ChapterMEMBER2011 – 2015National Institute of Accounting TechniciansMEMBER2017PERSONAL PROFILEBirthday : April 15, 1994Nationality: FilipinoLanguage: English TagalogMarital Status: SingleGender : FemaleVisa Status : Visit Visa  | MARGOT  Margot.347318@2freemail.comEDUCATION(2011-2015)GRADUATED BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGYHOLY ANGEL UNIVERSITY (ANGELES PAMPANGA, PHILIPPINES)ACHIEVEMENTCERTIFIED BOOKKEEPER EXAMINATION PASSERJanuary 16, 2017EXPERIENCEFEBRUARY 1, 2016 – FEBRUARY 5, 2017ADMIN AND ACCOUNTING STAFFRICARDO P. RODRIGUEZ MEMORIAL HOSPITAL (**Provincial Government of Pampanga**)***Duties and Responsibilities****:* * Preparing weekly report to be submitted to the Municipality office i.e professional fees, hearing test bill and summary of journal bills rendered.
* Computing the Monthly Phil-health incentives of the employees
* Computing the Withholding tax of the employees
* Support accounts payable activities to ensure accuracy and timeliness
* Computing professional fees of the private doctors
* Regularly maintain detailed reconciliations of certain balance sheet account
* Utilizing Phil-health claims of the patient*.*
* Preparation of Certificate of the employees and the other request letter for the Governor.
* Assist in maintenance of records and files
* Performs other duties as assigned

**Payroll:** * Receives time sheet from each department
* Verify/checks the validity and accuracy of the time sheets
* Encode the data to the Payroll System
* Generates the summary of the Payroll for signature of the Chief of Hospital and the Accounting Head of the Municipal Office.

JANUARY 2015 – JANUARY 2016FINANCE STAFFCARWORLD MITSUBISHI, INC. ***Duties and Responsibilities****:* * Daily Accounting transactions i.e. preparation of invoices/billings, receiving of customer’s invoices, checks the status of customers, recording or posting credit and debit memo to the accounting system.
* Computing the insurance, chattel mortgage and Lto acquired.
* Preparing Monthly sales report.
* Using ERIC system.
* Counting of Cash on Hand and Petty Cash Fund daily.
* Account reconciliations.
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
* Assist in other projects as needed.
* Process payment request and prepares checks for suppliers and sub-contractors.
* Conducts follow-ups for the collection of the receivables.
* Extracting units purchase from affiliates

JUNE 2014 – DECEMBER 2014FINANCE STAFF *(while studying)*TOYOTA SAN FERNANDO, INC.* Preparation of checks for suppliers.
* Using ERAnet system
* Assist in maintenance of records and files
* Performs other duties as assigned
* Checks the voucher number if tally to the system generated
* Records every units sold daily
* Prepares breakdown of Units sold per month
* Screening of incoming calls
* Scanning, copying and sending emails as per instruction

TRAINING(2013 - 2014)Professional DevelopmentHOLY ANGEL UNIVERSITYANGELES CITY, PHILIPPINESDECEMBER 04, 2014Communication SkillsHOLY ANGEL UNIVERSITYANGELES CITY, PHILIPPINESAUGUST 12, 2014PSE 101: Philippine Stock ExchangeHOLY ANGEL UNIVERSITYANGELES CITY, PHILIPPINESDECEMBER 10, 2013 – DECEMBER 11, 2013Seminar PFRS and Tax UpdatesHOLY ANGEL UNIVERSITYANGELES CITY, PHILIPPINESDECEMBER 12, 2013 – DECEMBER 13, 2013*I here certify that the above information is true and best upon my knowledge.*  |
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