**JANINE**

**JANINE.347801@2freemail.com**

**CAREER OBJECTIVE:**

To have a relevant work experience for the utilization of my knowledge and skills and tertiary education through interactions and challenging responsibilities to achieve favorable results as individual and the company as well.

**PERSONAL BACKGROUND:**

Age : 25

Date of birth : October 5, 1991

Place of birth :Dagupan City

Gender : Female

Civil Status : Single

Citizenship : Filipino

Religion : Roman Catholic

Height : 5’2”

Weight : 54Kgs.

Health : Excellent

**EDUCATIONAL BACKGROUND**

Tertiary: **Bachelor of Science in Accountancy**

 University of Luzon

 2008-2012

Secondary: University of Pangasinan

Dagupan City

2004-2005

Dagupan City National High School

 Tapuac District, Dagupan City

 2005-2008

Primary: Doña Victoria Q. Zarate Elementary School

 Arellano Bani, Dagupan City

 1997-2004

**SKILLS**

* Good communication skills (verbal and written)
* Computer literate (MS Office)
* Works under pressure and deadlines
* Discreet and trustworthy
* Knowledgeable in basic accounting concepts
* Knowledgeable in basic accounting system concepts (SAP & Sage 50 Accounting –Peach Tree)

**TRAINING/SEMINARS ATTENDED:**

 On the Job Training Bureau of Internal Revenue

 Trainee Calasiao, Pangasinan

 Research Seminar for Business Students University of Luzon

 Strategies on How to Land a Job University of Luzon

 Seminar on IFRS for Small and Medium-Sized

Entities (SME’s) University of Luzon

**WORKING EXPERIENCE**

**Career Line for Employment LLC April 2015-present**

**1802 Sky Tower, Reem Island**

**Abu Dhabi, UAE**

**Accounts Assistant**

* Prepares receipt vouchers for payments received from clients.
* Prepares payment vouchers for company’s payables, routing of PV to signatories & releasing of check.
* Enters sales invoices in the accounting system & manual input in collection report summary & making sure A/R balances (manual & system) are tally.
* Enters vendor invoices in the accounting system & timely checking of payables due for the month for voucher preparation.
* Updating of cash position summary report as regards to RV & PV made. Updating of collection report summary as regards to the payments received from clients.
* Handles ATM application (HABIB) of newly hired staff.
* Prepares leave salary & gratuity benefits of workers applied for cancellation/unwilling to renew visa.
* Prepares deposit slip & deposit checks & attend to any bank transaction.
* Handles filing of accounting documents and securing a soft copy/backup file.
* Assist in any accounting concerns as needed by the Accountant or when the Accountant is not around.

**PJ Lhuillier Group of Companies** July 2014 – March 2015

**N. Garcia Street, Valenzuela Street**

**Makati City**

**Revenue Accountant**

* Prepares Statement of Account (SOA) of handled Tie-up Companies.
* Reconciles accounts of partners assigned.
* Journalized entries for Accounts Receivable in the company’s Accounting system.
* Communicate with partners for accounting concerns of handled Tie-up Companies.

**CDC Holdings, Inc.** March 2014 – June 2014

**Quadrillion Property Management Inc.**

**Sta. Ana, Manila**

**Accounting Admin. Assistant**

* Prepares billing statements for unit owners' monthly dues including water dues, association dues, Real Property Tax (RPT) and Common Area Insurance.
* Deal with unit owners' complains and recommend possible solutions.
* Daily issuance of acknowledgment receipts for payment made by clients through checks, fund transfer or direct deposit.

**CDC Holdings, Inc.** October 2012 – March 2014

**Head Office**

**139 Corporate Center, Salcedo Village**

**Makati City**

**Treasury Assistant**

* Monitors the daily deposit of the company as regards to their revenue and make the daily deposit with every company accounts to different banks.
* Summarizes bank transactions including bounced checks, credit and debit balances entered into company's accounts.
* Prepares monthly interest payments to different banks in connection with loans made by the company.
* Enters entries to company's Accounting system with regards to company's other income and cash inflows such as sale of scraps, rentals other than unit and parking rentals, loans acquired through financing, etc.
* Performs cashiering as needed by our department.

**Goldilocks Bakeshop, Inc.** Summer Job

**Dagupan City** 2011 & 2012

**Billing and Inventory Clerk**

* Makes various billings on purchases and expenses of the company. Performs encoding of company products which are to be purchase by the company.
* Checks the variance report of the variance clerk through comparing the actual count with the standard count.