**MARICON**

E-mail: maricon.347933@2freemail.com

**OBJECTIVE**

To put into extensive application the knowledge and skills I have acquired and join a reputable institution that will definitely provide further nourishment for my professional and personal development. To belong to a prestigious company and assist to their goals and visions.

**QUALIFICATIONS**

Personable individual who acquires proficient knowledge in office administration.Also, capable of establishing and maintaining the rapport necessary in attaining the company business objectives.Handles responsibility, deadlines, and quotas very well; along with being hardworking and patient in terms of work. Has the ability to work in a fast-paced environment with highly pressured individuals. Thrives on new challenges, a fast learner, who can adopt to new skills and technology quickly. Has a strong customer service skills, detail oriented and well organized with strong communication skills.

**SKILLS**

* Decision making skills
* Effective verbal and listening communication skills
* Computer skills including the word processing programs at a highly proficient level
* Stress management skills
* Time management skills

**WORK EXPERIENCE**

**Ilocos Sur Foods Corporation – Jollibee (May 2011– December 2016)**

***Accounting Department***

***Branch Accountant***

• Full Cycle Bookkeeping

• Determines the proper handling of financial transactions

• Prepares and reconcile accounting records and financial statements to assess

accuracy, completeness and conformance to reporting and procedural standards

• Prepares payments by verifying documentation, and requesting disbursements.

• Responsible for completing the branch accounting requirements including

handling creditors, debtors, payroll, bank reconciliation and balance sheet

schedules.

• Business advisor by providing them with suggestions and recommendations on

how they can better manage the financial aspects of their business: optimization

of costs, improving cash flow, improve systems and processes, and identifying

strong and weak performing segments of their business.

• Assist in completing end of year accounting activities.

• Assist auditors in their annual audit review.

• Prepares Quickbooksand SAP.

**Sun Life Grepa Financial, Inc.– Philippines (November 2009 – April 2011)**

***Collection and Recoveries Officer***

***Collection Officer / Sales Offices / Telesales Executive***

* To create a professional and friendly environment providing fast, flexible and efficien service to our costumer.
* Build a strong client base to contribute to the ongoing growth of the incorporation and its profile.

**LandBank of the Philippines-Abra(October 2008-March 2009)**

***Intern/Trainee (OJT)***

**.**Compare signatures, photos and ID to verify customers

• Sort, file and record deposit slips

• Updates HR spreadsheet with employee change requests and processes paperwork

• Assists with recruitment and interview process

• Files papers and documents into appropriate employee files.

• Refer customers to appropriate bank personnel in order to meet their financial needs.

• Interview customers in order to obtain information needed for opening accounts

**EDUCATIONAL QUALIFICATION**

 **Bachelor of Science in Accountancy**

 Divine Word College of Bangued- Abra Philippines

 Graduated April 2009

**PERSONAL DETAILS**

Age: 29 years old

Nationality: Filipino

Status: Married

Visa Status: Tourist Visa