**MARIZ**



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# CAREER OBJECTIVE

To pursue a challenging position with a vision towards the future, wherein I can enhance my skills and capabilities and use it for achieving company’s goals and be part of its growth and development.

# PERSONAL PROFILES

* Broad knowledge in accounting skills
* Knowledgeable in Microsoft and Excel
* Good communication and inter-personal competence
* Ability to function and adapt in a multi-cultural working environment
* Able to identify individual company requirements and establish relationship thus fostering confidence and trust.
* Fast learner, open to new ideas and willing to learn
* Able to cope under pressure at busy times and responds to deadlines
* Eagerly accepts new challenges and a team player
* Customer service oriented
* Stress tolerance
* Patience
* Persuasive

# EDUCATION

Bachelor of Science in Accountancy in Polytechnic University of the Philippines Sta. Mesa Manila, Main (2009-2013)

# WORK EXPERIENCE

***SM Department Stores***

***Sales Associates***

***May 2013 to Nov 2013***

* greet customers and find out the customer's needs
* describe a product's features and benefits
* make suggestions and encourage purchase of products
* maintain sales records
* stay current with sales prices
* recognize and monitor security issues
* arrange and display merchandise
* keep merchandise area tidy
* take stock inventory
* requisition new stock

***Banco De Oro Universal Bank***

***Customer Service Assistant/Teller***

***Dec 2013 to Dec 2014***

* Arrange monies received in cash boxes and coin dispensers per denomination.
* Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
* Cash checks and pay out money after verifying that signatures are correct.
* Receive checks and examine for endorsements, verify amounts, and check accuracy of deposit slips
* Inform customers about foreign currency regulations, and compute transaction fees for currency exchanges.
* Transact remittances and telegraphic transfer
* Perform currency conversion, and exchange like buying and selling of other currencies
* Explain, promote, or sell products or services such as credit cards, insurance, money market fund, bonds and equity placement by providing computerized information about customers to tailor recommendations.
* Sort and file deposit slips and checks
* Compute financial fees, interest, and service charges
* Obtain and process information required for the provision of services, such as opening accounts, savings plans, etc.

***Banco De Oro Universal Bank***

***Accounting Assistant/3***

***Jan 2015 – Jan 2017***

* Preparation of daily and monthly reports base on financial statement
* Check the correctness and balance the transactions done by the teller
* Review all the transaction documents, reports and other selected GL accounts
* Preparation of GL entries and manual adjusting entries for erroneous validation from previous day transaction
* Processing of Outward Check sent to clearing house
* Perform error correction if there is any,
* Reversal of entry if needed,
* Perform final balancing of all the transactions for the day and ensure that the actual cash is balance versus the reports at the end of the day
* Prepares asset, liability, and capital account entries by compiling and analyzing account information
* Recommends financial actions by analyzing accounting options
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
* Substantiates financial transactions by auditing documents
* Reconciles financial discrepancies by collecting and analyzing account information
* Secures financial information by completing data base backups

**COMPANY BACKGROUND**

BDO Unibank, Inc. is the largest bank in the Philippines, the 116th largest bank in Asia, and the 234rd largest bank globally. BDO Unibank is also a member of [SM Group](https://en.wikipedia.org/wiki/SM_Investments_Corporation) owned by Henry Sy. The firm is a full-service universal bank. It provides products and services to the retail and corporate markets including lending (corporate, [middle market](https://en.wikipedia.org/wiki/Middle-market_company), SME, and consumer, deposit-taking, [foreign exchange](https://en.wikipedia.org/wiki/Foreign_exchange_market), [brokering](https://en.wikipedia.org/wiki/Brokering), [trust](https://en.wikipedia.org/wiki/Trust_company) and [investments](https://en.wikipedia.org/wiki/Investments), [credit cards](https://en.wikipedia.org/wiki/Credit_cards), corporate cash management and [remittances](https://en.wikipedia.org/wiki/Remittances). Through its subsidiaries, the bank offers leasing and financing, investment banking, private banking, bank assurance, insurance brokerage and stock brokerage services.