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**MARYCRIS**

[**MARYCRIS.352168@2freemail.com**](mailto:MARYCRIS.352168@2freemail.com)

**OBJECTIVE:**

To obtain of said position as finance assistant position in your prestigious company where I can apply my knowledge, working experience and opportunities for advancement.

**CAPABILITIES:**

* Strong organizational and analytical skills.
* Proficient in SAP data base, MS Word, Microsoft Excel, IFCA including typing and shorthand.
* Bookkeeping

**EDUCATION:**

**Bachelor of Science in Commerce major in Management Accounting**

University of Cebu-Main Campus in Cebu City, Philippines

Nov.2005-March 2010

**Holy Cross of Babak-Highschool**

Island Garden City of Samal (Davao Del Sur, Philippines)

June 2001-March 2005

**San Isidro Babak Elementary School**

Island Garden City of Samal (Davao Del Sur, Philippines)

June 1995-March 2001

**CAREER EXPERIENCE:**

**JUANITO KING & SONS INC.(Real Estate)**

**Avenir Bldg. Archbishop Reyes Avenue Cebu City Philippines**

**Accounting Staff**

**MAY 2016-FEBRUARY 2017**

* Handling payables of contractors, trade and nontrade using IFCA data base.
* Preparing& monitoring the Homeowners billing statement.

**JUNREX CELLPHONES AND ACCESSORIES INC. (Load,Cellphones&Gadgets Distributor)**

**Dta Bnk Bldg. Old Road Banilad Cebu City**

**Accounts Payable In-charge**

**December 2015-April 2016**

* Handling all payables of non-trade and trade using SAP data base.
* Liquidate all accounts payable of employee.

**Treasury**

**June 01, 2014- November 2015**

* Received all collections sales
* Issued check for nontrade and trade payables using SAP data base.
* Invoice & incoming the A/R from customer.

**Melanor Accounting Services(Accounting Firm)**

**Room 303 WDC Bldg. Osmeña Blvd. Ceby City Philippines**

**Accounting Bookkeeper**

**May 2010-2014**

* Handles and update the cash receipts and sales books of the clients.
* Prepares the BIR returns
* Updates all the expenses and sales
* Updates the financial statements
* Assist on the renewal of permits and licenses.

**OJT**

**Melanor Accounting Services (Cebu City, Philippines)**

**Nov.2009-March 2010**

* Preparing the SSS,PHIILHEATH and PAG-IBIG contribution
* Filling the BIR documents
* Encode the eexpense

I hereby that all entries are true and correct to the best of my knowledge.