**Shirley**

**Shirley.352337@2freemail.com**



**KEY STRENGTHS & COMPETENCIES**

Detail-oriented and thoughtful professional prepared to excel in customer service and production. Passionate self-motivated self-starter with a sincere willingness to learn the industry and contribute to organizational objectives. Resourceful with impeccable communication skills and excels in fast paced environment.

* Visionary Leadership & Stress Management
* Sufficient background in Quick books, SAP Business One and Merchandising Management System
* Proficient in Microsoft Office Applications (Word, Power Point and Excel).
* Excellent People Interaction Skills
* Goal Oriented & A Team Player
* High Ethics, Common Sense and Good Overall Judgment
* Highly focus in supporting complex, deadline-driven operations, able to identify goals and priorities and resolve issues in initial stages.
* Strong Problem Solving, Time Management & Organization Proficiency

**PROFESSIONAL EXPERIENCE**

JOLLIBEE FOODS CORP (franchisee under GOLDEN CONCEPCION FOOD CORP)

Store Accountant (April 2015 to Feb 2017)

* Prepared Income Statement Monthly
* Managed accounts payable, accounts receivable, and payroll departments
* Conduct comprehensive monthly audit.
* Performed monthly ending inventory
* Provide the management with accurate and timely monthly reports of the store’s operation.
* Ensures the complete, accurate and updated payment and/or reporting to all government regulatory agencies.
* Prepare check for all outlets’ supplies accounts.
* Act as financial consultant to the management team.
* Ensure accurate and timely processing and payments of liabilities to all creditors.
* Responsible for the accurate computation and timely payment of payroll.
* Responsible for costing of all outlet ending inventories of foods, paper, and novelty supplies.
* Check all Sales Reports and related documents received from the outlet, codes them and ensures the accuracy of encoding and recording in the books.
* Ensuring that all accounting policies and procedures as well as the management policies are consistently followed by all employees of the outlets.
* Maintain complete and orderly files.
* Disbursement of cheque.
* Replenishment of petty cash fund



RURAL BANK OF ANGELES, (subsidiary bank of ASIA UNITED BANK)

New Accounts (July 2014 to Feb 2015)

* Processing all new account transactions
* Maintaining customer accounts and files
* Preparing reports
* Referring clients to appropriate staff for inquiries or other services
* Performing branch clerical duties
* Assisting with cross-training of new or less experienced staff members
* Greet and assist customers to ascertain their needs.
* Interview customers who would like to start checking or savings accounts.
* Print and distribute application forms, ensuring applicants fill out all fields properly.
* Proofread forms and go over with applicant.
* Enter data into computer systems.
* Hand out literature regarding company policies on all accounts.
* Ensure customers walk away educated about account benefits.
* Prepare forms for signature cards/time deposit card
* Answer telephone and address inquiries.
* Close accounts as needed.
* Record customer deposits and fees.
* Take off fees if necessary.
* Perform teller duties.

PUREGOLD PRICE CLUB INCORPORATION, Angeles Branch, Pampanga

**Audit Staff** (June 2011 to November 2012)

* Preparations of ageing report for Accounts Receivable.
* Prepare invoices and account statements according to company procedures.
* Prepares and processing accounts payable checks and voucher.
* Prepares Local Purchase Order.
* Review, reconciles receipts vs. credit card receipts.
* Preparation of daily bank deposits.
* Performs monthly cash count.
* Checked daily Sales Income.
* Monitors accounts to ensure payments are up to date.
* Petty cash management.
* Monthly Audit each department per procedure or paper works for compliance.
* Verifies all in and out of inventories.
* Carefully documents each audit procedure to support work performed and results obtained.
* In charges of purchasing Office supplies.





**EDUCATION AND CREDENTIAL**

**Bachelor of Science in Business Administration – Major in Accounting (June 2007 to April 2011)**

HOLY ANGEL UNIVERSITY, Angeles City

**Asian Cup 2009 - Silver Medalist (Karate Tournament)**

Holy Angel University Recognition

**Junior Philippine Institute of Accountant**

Member

**Young Master Karate-do Club - Varsity Team**

Member - Black belter / Scholar

**SEMINARS ATTENDED**

02-24-2011 **Corporate Social Responsibility** (A Strategic Management Tool)

Holy Angel University, Angeles City

01-21-2011 **Professional Development Workshop I** (Resume Tutor)

Holy Angel University, Angeles City

01-21-2011 **Professional Development Workshop II** (Impressing at Interviews)

 Holy Angel University, Angeles City

10-11-2010 **Personality Development and Public Relation Programs**

Holiday Inn Clark, Clarkfield, Pampanga

**PERSONAL INFORMATION**

Age : 27

Civil Status : Single

Date of Birth : August 10, 1989

Place of Birth : City of San Fernando

Citizenship : Filipino

Language / Dialects : English & Filipino