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**FLORENCE** [**FLORENCE.352353@2freemail.com**](mailto:FLORENCE.352353@2freemail.com)

**Profile**

* To be one with your company’s corporate philosophy in achieving success, growth and development in the years to come. Where I can use my experience, skills and education to help the company meet and surpasses its goals.
* Proficient in computer/software, Internet and E-mail tools.

**Summary of Qualifications**

* More than 9 years experience of posting of accounts, bookkeeping and other accounting related works.
* Highly skilled in handling accounting works, specially the posting of cashbook and ledgers.
* In-depth knowledge in making income statement and preparation of statement of assets and liabilities.
* Proficient in MS Office, and experience in Peachtree.
* Fluent in English both oral and written communication.
* Able to multi-task effectively.
* Enthusiastic and positive in nature.
* Able to provide a good and excellent customers service relationship.

**Work Experience:**

**Davao Rock Construction Company Davao City, Philippines**

**Accounting Clerk/Accounts Assistant**

**January 2008-December 2016**

***Key Function:***

* To receive documents needed for posting of accounts.
* Daily cash examination on the cashier/disbursing officer.
* Performing internal audit of accounts.
* Closing of daily cash and non-cash transactions.
* Checking of daily issuance of cheques and other related transactions.
* Reconcile balances and discrepancies of customer accounts.
* Preparation of labor payroll.

**Seminars and Trainings:**

* Seminar on Electronic Statement of Receipts and Expenditures (June 2009)
* Procurement flow and property and supply management seminar ( April 2015)

**Educational Background:**

**Bachelor of Science in Accountancy – October 1998**

University of Mindanao, Bolton Street, Davao City, Philippines

**Degree in Masters in Public Administration – October 2011**

University of Mindanao, Bolton Street, Davao City, Philippines