|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Honeyleth**  [**Honeyleth.352417@2freemail.com**](mailto:Honeyleth.352417@2freemail.com) |  |  |  |  | | --- | --- | |  |  | | **SKILLS** | | | * Cash Handling (trustworthy) * Attention to details, documentation skills, financial skills, a speed of handling transactions. * Knowledge in **TALLY ERP9** * Hardworking, reliable, oriented with excellent interpersonal skills. * Numeracy skills, computer literate * Quick learner, self-motivated, and results- oriented person. | | | | |  |  |  |  | | --- | --- | --- | | **WORK EXPERIENCE** | | | | **I have been working for 13.36 year(s).**   |  |  |  |  | | --- | --- | --- | --- | | 1. | Position: | **Accountant Business Bay, Dubai,UAE** | | | Duration: | Nov 2016 - PRESENT | | Company: | Day Out Fun Tourism LLC | | Company Industry: | Travel Agency | | Department: | Accounting | | Job Description: | * Doing regular entry in Tally ERP9. * Prepares payment vouchers same by checking the supporting documents, bills and making cheque and cash payments. * Checking and computing all daily collections. * Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, or other financial activities within an organization. * Handling Petty Cash | | | | | 2. | Position: | **Distributor (part time) Manila, Philippines** | | | Duration: | Nov 2012 - PRESENT | | Company: | Alliance in Motion Global | | Company Industry: | Others | | Department: | Multi-level Marketing | | Job Description: | * Work on the front line trying to establish good first impressions and lasting connections to ensure company success. The main job is to be the public image for the company, representing the company in various online and offline channels and regularly interacting with people. | | 3. | Position: | **Teller I Aurora, Philippines** | | Duration: | Sep 2010 - Nov 2012 (2.2 yrs) | | Company: | Aurora Electric Cooperative Inc. | | Company Industry: | Energy (Electrical Power & Petroleum) | | Department: | Service Center | | Job Description: | * Provided excellence customer service. * Reconciled cash drawer. * Speed of handling transactions. * Highly skilled with math and account reconciliation. * Handling petty cash and ability to work under pressure. | | 4. | Position: | **Bill Custodian II Aurora, Philippines** | | Duration: | Jan 2006 - Aug 2010 (4.6 yrs.) | | Company: | Aurora Electric Cooperative Inc. | | Company Industry: | Energy (Electrical Power & Petroleum) | | Department: | Accounting Department | | Job Description: | * Provided excellence customer service. * Handling petty cash. * Records all materials and supplies distributed for proper accounting. * See to it that all electric bills and/or disconnection notice are properly distributed and acknowledge by the proper consumer and that all receiving copies are intact when returned back to the office. | | 5. | Position: | **Accounting Clerk Aurora, Philippines** | | Duration: | Feb 2005 - Dec 2005 (0.8 yrs.) | | Company: | Municipality of Maria Aurora, Aurora | | Company Industry: | Accounting / Audit / Tax Services | | Department: | Accounting | | Job Description: | * Maintains accounting records by making copies; filing documents. * Verifying the accuracy of invoices and other accounting documents or records. * Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). * Recommends actions to resolve discrepancies. Investigates questionable data. * Type accurately, prepare and maintain accounting documents and records. | | 6. | Position: | **Inventory Clerk Pasig, Philippines** | | Duration: | Aug 2004 - Dec 2004 (0.3 yrs.) | | Company: | Karimadon Trading | | Company Industry: | Apparel | | Department: | Accounting | | Job Description: | * Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems. * Performs routine clerical duties, including data entry, answering telephones, and assisting customers. * Maintain records of merchandises received and transferred. | | 7. | Position: | **New Accounts Quezon City, Philippines** | | Duration: | Apr 2003 - Dec 2003 (0.7 yrs.) | | Company: | Rizal Commercial Banking Corporation | | Company Industry: | Banking and Financial Services | | Department: | RCBC Quezon Ave. Branch | | Job Description: | * Answer customers' questions, and explain available services such as deposit accounts, bonds, and securities. * Compile information about new accounts, enter account information into computers, and file related forms or other documents. * Inform customers of procedures for applying for services such as ATM cards, direct deposit of checks, and certificates of deposit. |  |  |  | | --- | --- | | **EDUCATION** | | | * **Bachelor of Science in Commerce Major in Financial Accounting** * Far Eastern University * Manila, Philippines * Jun 1999 - Apr 2003 | | | | | |  |  |  | | --- | --- | | **TRAININGS/SEMINARS** | | | **Date** | **Topic/Course Title** | | Sep 13, 2012- Sep 14, 2012 | 5S and Team Building National Electrification Administration and Aurora Electric Cooperative, Inc. AURELCO Main Office, Reserva, Baler Aurora | | Mar 12, 2011- Mar 13, 2011 | Values Enhancement & Effective Customer Service National Electrification Administration Baler, Aurora | | Mar 9, 2011- Mar 11, 2011 | Customer Service Excellence AES- Masinloc Power Partners Co. Ltd. Subic, Zambales |  |  |  |  |  | | --- | --- | --- | --- | | **LANGUAGES SPOKEN** | | | | |  | **Language** | **Proficiency Level** (5=Excellent; 1=Poor) |  | | 1. | Tagalog | 5 |  | | 2. | English | 4 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | | | | | |  | | | | | |  |  |  |  |  | |  |  |  |  |  |  |  |  | | --- | --- | | **PERSONAL DATA** | | | Age: | 34 | | Date of Birth: | May 27, 1982 | | Gender: | Female | | Civil Status: | Married | | Nationality: | Filipino | | Religion: | Christian |  |  | | --- | | **REFERENCES** |  |  | | --- | |  | | |
| Available upon request. | |
| *I hereby certify that the above-mentioned information is true and correct to the best of my knowledge and belief.* | |