**Cherry**

[**Cherry.352971@2freemail.com**](mailto:Cherry.352971@2freemail.com)

**SUMMARY**

Highly-motivated professional and demonstrated expertise through total of 4 years and more successful experience in Accounting works in Philippines. Great people skills with a profound ability to handle multiple tasks simultaneously. Optimistic, credible attitude, keen eye to detail and flexible in nature.

**PROFILE**

Degree holder, Bachelor of Science in Accountancy in Bataan Peninsula State University

(Year 2007-2012)

Worked as Accounting Staff for 3 years in one of the competitive and trusted cooperative the Philippines in the field of lending industry. Duties includes direct communication with clients for loan services and inquiries. Responsible for account duties such as Accounts Receivable, Accounts Payable, Invoicing and Collection, General Ledger. Also, in-charge in Administrative duties and served as authorized representative in all bank transactions.

**CORE SKILLS AND COMPETENCIES**

* Experience in Payroll system
* Expert on **SAP** Accounting System**,** **Quickbooks** Accounting Software and **eKoopBanker** Accounting Software.
* Excellent in Microsoft Excel, Word and Power Point
* Advanced analytical skills
* Detail-oriented
* Good in decision-making
* Ability to work and submit reliable reports with tight deadlines
* Verbal and written communication skills
* Negotiating skills
* Ability to handle confidential

**PROFESSIONAL EXPERIENCE**

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**WATCHLIFE WORKERS MULTI PURPOSE COOPERATIVE**

* Accounting Staff
* January 27, 2014-February 28, 2017

**Key Responsibilities:**

* Recording all company’s Monthly Income and Expenses
* Posting of all incoming and outgoing cash transactions on the system
* Recording all company’s Monthly Income
* In charge or recording account payables and preparing of checks for payments.
* Posting and analyzing entries on system in every business transactions
* Responsible in submission of daily collection report
* Posting of all incoming and outgoing cash transactions on the system
* Responsible for clients’ opening of savings deposit account and time deposits.
* Responsible for monthly reports (Various Saving Deposit Reports)
* Make use of computer to handle, program, and retrieve information for reports and analysis
* Monitoring customer account details for non payments, delayed payments and other irregularities of their loans
* Authorized Bank Representative handling corporate accounts

**EDGESOFT GOOD SOLUTIONS, INC.**

* Accounting Staff
* January 05, 2013 – December 12, 2013

**Key Responsibilities:**

* Payroll In-charge for daily paid employee
* Prepares monthly submission of contributions and loans to various government institutions
* In-charge of recording Account Payables and preparing of checks for payments.
* Responsible for daily reports (Daily Cash Repost, Summary of Manpower and PPC Report)
* Responsible for weekly reports (Accounts Payable Aging)
* Authorized Bank Representative
* Recording of business transactions to two accredited accounting software namely QB (QuickBooks) and SAP (System Applications and Products in Data Processing)

**PERSONAL DETAILS**

Nationality: Philippine

Date of birth: November 2, 1990

Marital status: Single

Visa status: Tourist Visa

Visa expiry date: April 09,2017

Interests: Reading books, singing

Languages known: English, Filipino

**References:** Available upon request**.**