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#  MA. THERESA

# THERESA.356169@2freemail.com

**OBJECTIVE**

 Entry level in a position that requires hard work where my skills and experiences can be fully utilize for the success of the company in attaining their mission and vision.

##### WORK EXPERIENCES:

**Accounts Assistant-Export L/C**

**Finance Department**

TECHNICAL SUPPLIES AND SERVICES CO. LLC

P.O. Box 1818, Sharjah, U.A.E.

Work Duration: January 30, 2007 to present

Duties include preparation of Export L/C documents for submission to the Bank. Ensure that documents made are in compliance with the terms and conditions of the L/C in order to receive the payment immediately or in specified date. Obtained signed document(s) from the Applicant. Coordination with the transporter(s) for the issuance of the transport document(s) which needs to be submitted to the bank, as required in the L/C. Follow up with the bank regarding the payments/acceptances of the Client and ensures that payments/acceptances are received. File various L/C documents. Other works that maybe assigned from time to time.

**Trading Order Clerk**

**Treasury Operations Department**

PHILIPPINE BANK OF COMMUNICATIONS

PBCOM Tower, 6795 Ayala Avenue, corner V.A. Rufino St.

Makati City, Philippines

Work Duration***:*** March 11, 1996 to May 24, 2006

As such, duties include, preparation and maintained of ticket files for various Treasury products, encodes or types departmental Proof Sheet forwarded to Accounting Department. Prepares various reports daily, weekly and monthly Central Bank required reports. Updates and maintains control ledgers, and reconciles balances, if required. Act as a checker or custodian of tickets, documents, cash and other assigned accountabilities of the Treasury Operations Domestic Department. Assist in performing the functions of a staff on leave. Responsible for safekeeping of files, records and documents related to work.

**Accounting Clerk**

**Accounting Department**

G.A. YUPANGCO & CO., INC.

339 Senator Gil J. Puyat Avenue,

Makati City, Philippines

Work Duration: April 25, 1994 to March 15, 1995

As such, duties include examination and matching of Sales Invoice against deposit slips, official receipts & cash sales slips, and reconciles balances, if required. Handles Petty Cash Fund (PCF) and prepares replenishment of PCF. Prepares inventory reports relative to the cut-off documents of the branch and maintain inventory stock cards. Responsibilities also include safekeeping of files, records and documents related to work. Assist the Accounting Manager in performing the assigned tasks.

**Accounting Clerk/Cashier**

**Treasurer’s Office**

### ST. AGNES ACADEMY

Rizal Street, Legazpi City, Philippines

Work Duration: August 6, 1993 to January 15, 1994

As such, duties include, assists the Bookkeeper in recording check voucher, cash receipts and deposit slips. Update checklists & accepts payments of Tuition Fees of students. Assist the Treasurer in performing the duties of a Cashier. Perform the duties of a Bookkeeper from time to time. Responsible for safekeeping of files, records and documents related to work.

#### EDUCATIONAL BACKGROUND:

#### COLLEGE : Aquinas University of Legazpi

 Rawis, Legazpi City, Philippines

 Bachelor of Science in Business Administration (BSBA)

 Major in Accounting

 1988-1992

**TRAININGS/SEMINARS ATTENDED:**

Commercial Aspects of Sales; August 27, 2008 to August 28, 2008

Bank wide Proficiency Seminar; August 14, 2004

U.S. Payments Systems; July 16, 2003

Introduction to Interest Rate Derivatives; April 26, 2003

Treasury Products and Services; September 14, 2002

Signature Verification & Forgery Detection Seminar; March 24, 2001

PBCom Customer Service Excellence (CARE) Program; June 6, 1998

Building Excellence Through Synergy & Teamwork Program (B.E.S.T.); May 24, 1998

Handog Sale; November 26, 1994

Seminar on Career Opportunities in Marketing; March 10, 1990

Special Skill Training Seminar in Marketing; February 23, 1989

 **SKILLS:**

 Computer Literate – Microsoft Office - Word & Excel

 **PERSONAL INFORMATION:**

Visa Status : Employment/ Residence Visa

Residence Visa Expiry : 18/05/2017

Nationality : Filipino

Civil Status : Single

Birthday : September 13, 1971

**Current Status:**

I ‘m on Residence Visa in U.A.E.,with a valid UAE driving license. Additional information and pertinent papers can be acquired upon request.