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**SARAH**

**[SARAH.359637@2freemail.com](mailto:SARAH.359637@2freemail.com)**

**CAREER OBJECTIVES**

Seeks position which will allow to utilize developed analytical and problem-solving skills as well as thorough understanding of accounting software.

**WORK EXPERIENCE**

**Accountant/Bookkeeper,** Saviour Rural Bank Inc,. Sta Cruz. Lubao, Pampanga (Head Office), Philippines

May 25, 2015 to April 15, 2016

* Input daily transactions and subsequently records to the respective subsidiary ledger.
* Preparation of daily cash position.
* Collects daily various bank statements and reconciles the same with subsidiary ledger.
* Reconciling intercompany transactions.
* In-charge on government reportorial requirements of the Company.
* Performs other task as may be assigned from time to time by the immediate superior.

**Bank Teller,** Saviour Rural Bank Inc,. Poblacion Floridablanca Pampanga (Florida Branch), Philippines

August 04, 2014 – May 22,2015

* Receiving deposits and withdrawal transactions.
* Receiving remittances to government payments.
* Handles encashment of on-us cheques.
* Preparation of daily transaction reports.

**Front Line Assistant,** Petnet Inc,. (Western Union), Maligaya Street, Sindalan City of San Fernando Pampanga, Philippines

July 31,2013 – April 30,2014

* Receiving deposits and withdrawal transactions.
* Process effective online money transfer.
* Process payments from customers for utility bills such as water, electric & telephone and credit card payments.
* Handle foreign currency exchange transactions.
* Preparation of daily transaction reports.
  + Manage petty cash and prepare reports
  + Organize and maintain filling system of the branch

**EDUCATION**

**Mary the Queen College (Pampanga) Inc.**

Bachelor of Science in Business Administration

Major in Financial and Management Accounting

Jose Abad Santos Ave. San Matias, Guagua, Pampanga, Philippines

2009 to 2013

**AFFILIATIONS**

* Member of National Federation of Junior Philippine Institute of Accountants(NFJPIA)

(2009-2013)

* Working Committee, Junior Philippine Institute of Accountants Region 3 – MQC Local Chapter.

**SKILLS/ABILITIES**

* Computer literate in Microsoft Office applications.
* Multi-tasking and able to work under pressure with less supervision

**SEMINARS ATTENDED**

* Genuine and Counterfeit Money Detection (Philippine Peso & US Dollar)

Petnet Inc, Head Office Legaspi Village, Makati City

September 29,2013

* Bayad Center

Petnet Inc,. Head Office Legaspi Village Makati City

February 27,2014

* Countryside Financial Institutions Enhancement Program

Briefing on Financial Reporting Package (FRP) / Capital Adequacy Ratio (CAR) Reporting

BSP San Fernando Branch, City of San Fernando Pampanga

July 30 & 31,2015

**PERSONAL DATA**

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| --- | --- | --- | --- |
| Date of birth: | March 21, 1993 | Height: | 5'1" |
| Civil Status: | Single | Weight: | 118 lbs. |
| Gender: | Female | Religion: | Roman Catholic |
| Nationality: | Filipino |  |  |