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**MARY**

[**MARY.361852@2freemail.com**](mailto:MARY.361852@2freemail.com)

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**Career Objectives:** To have a position in a company that will lead to a long term career relationship. I am seeking to be employed in a company where I can use my talents and skills to grow and expand the company

**WORK EXPERIENCE:**

**Posting Clerk**

**Advance Credit Corporation**

**(September 16, 2014 up to April 01 2017)**

59 Kamias Rd Brgy Pinyahan

Quezon City (Head Office) Philippines

**Duties and Responsibilities**

* Thick mark papers that will be processed by our Loan processor
* Checking if the clients are already a client to avoid double accounts.
* Computing, balancing and filling Summary of Loan Payments record of client.
* Posting/encoding daily payments of clients.
* Print Summary of collection records daily for customer assistant’s record of collection.
* Prepare delinquent daily report reports weekly and monthly.
* Computing penalties for the lapses of payments of clients.
* Prepares summary of Past Due Clients transferred at the end of the month.
* Prepares notices for delinquent and past due clients.
* Prepares monthly reports and submit to our Head office Accounting Department.
* **ON-THE-JOB Training** **(November 2013 – March 2014)**

**Accounting Intern**

PCCW (Pacific Century Cyber Works) Teleservices

10/ F Union Bank Plaza, Meralco Avenue, Pasig City

**Duties and Responsibilities**

* Computes the final pay of the employees for at least 25 persons in every month.
* Handles the releasing of cheques of employees payroll, final pay, 13th month pay, quitclaims and waiver.
* Assists and entertains employees concerns regarding their payroll and other inquiries.
* Takes care of filing and scanning of various documents including cheque voucher, proof of billing etc.
* Performs other related functions that may be assigned from time to time.

**SEMINARS ATTENDED**

* **MUTUAL FUNDS PROFESSIONALY MANAGED PORTFOLIOS**

October 05 2013

University of Rizal System Binangonan Campus

* Learned a lesson in the quote “don’t put all your eggs in one basket”.
* Know first the companies were you want to invest or make some background check.
* **CAREER ORIENTATION**

March 2014

University of Rizal System Morong Campus

* Know how to fill out some various application forms.
* Know how to dress up like professionals.
* Explains the mannerism that we should avoid in applying or while we are in an interview.

**EDUCATIONAL ATTAINMENT**

College : University of Rizal System

Bachelor of Science in Business Administration

Major in Financial Management

2010-2014

(4 years scholar of Gov. Jun Ynares)

**PERSONAL DATA**

Date of Birth : May 02, 1994

Place of Birth : Lucban, Quezon

Age : 22

Sex : Female

Height : 5’3

Civil Status : Single

Citizenship : Filipino

Religion : Roman Catholic

Language Spoken : English, Tagalog