**JENNLYN**

[**JENNLYN.366037@2freemail.com**](mailto:JENNLYN.366037@2freemail.com)

**OBJECTIVE:** ***Well motivated, responsible and hardworking individual willing to contribute to reach the goals of your company and to obtain a position where I can develop and utilize my knowledge and skills.***

**EDUCATIONAL BACKGROUND**

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**

**Bachelor of Cooperatives specialized in Financial Management and Accounting**

June 2001 - May 6, 2005

Sta. Mesa, Manila, Philippines

**SCIENCE AND TECHNOLOGY INSTITUTE (STI)**

**Computer Programming**

June 2000 - October 2000

Meycauyan, Bulacan, Philippines

**WORK EXPERIENCE**

**PHILIPPINE COURT EMPLOYEES MPC (PCER MPC)**

*(formerly QC-HOJ Multi-Purpose Cooperative)*

**OFFICE MANAGER**

March 1 2016- December 31, 2016

Duties and Responsibilities:

* Using a range of office software, including email, spreadsheets and databases;
* Managing filing systems;
* Developing and implementing new administrative systems, such as record management;
* Recording office expenditure and managing the budget;
* Organizing the office layout and maintaining supplies of stationery and equipment;
* Maintaining the condition of the office and arranging for necessary repairs;
* Organizing and chairing meetings with staff - in lower paid roles this may include typing the agenda and taking minutes,
* Overseeing the recruitment of new staff, sometimes including training and induction;
* Ensuring adequate staff levels to cover for absences and peaks in workload, often by using temping agencies;
* Carrying out staff appraisals, managing performance and disciplining staff;
* Delegating work to staff and managing their workload and output;
* Promoting staff development and training;
* Implementing and promoting equality and diversity policy;
* Writing reports for senior management and delivering presentations;
* Responding to customer enquiries and complaints;
* Reviewing and updating health and safety policies and ensuring they are observed;
* Arranging regular testing for electrical equipment and safety devices;
* Attending conferences and training;

**PHILIPPINE COURT EMPLOYEES AND RETIREES MPC (PCER MPC)**

*(formerly QC HOJ Multi-Purpose Cooperative)*

**BOOKKEEPER/ ACCOUNTING OFFICER**

October 15, 2012 – February 28, 2016

*Duties and Responsibilities:*

**Bookkeeper**

* Handles all Book of Accounts (Cash Receipts Journal/Disbursement Journal, General Journal, General Ledger, Subsidiary Ledger)
* Prepares Financial Statement and other related supporting documents
* Coordinates with External Auditor for the quarterly audit
* Prepares payment for Mandatory Contribution/BIR concerns
* Prepares vouchers for suppliers
* Maintenance of system for credit operation

*Duties and Responsibilities:*

**Accounting Officer**

* Checks Petty Cash Fund Replenishment/Change Fund and Revolving Fund
* Checks Vouchers and prepares checks
* Coordinates and confirms all bank transactions
* Prepares Financial Statement for monthly Profit and Loss Report
* Checks Daily Sales Report and Deposits
* Prepares necessary adjustments and accrual
* Coordinates with External Auditor regarding Financial Statement Reports, Audit and BIR concerns
* Coordinates with Company provided service provider for POS
* Prepares taxes for renewal of permits specifically in Local Government
* Handles On-line Bureau of Internal Revenue payment (BIR)
* Verifies and approves cash advances for internal transactions

**QC HOJ Multi-Purpose Cooperative**

**LOAN OFFICER**

January 1, 2008 – October 14, 20012

Duties and Responsibilities:

**Loan Officer**

* Accept and Process of Loans
* Conduct preliminary interview to client
* Analyze and explain the process of loan,
* Obtain and review the history of loan files
* Compute and set schedules of payment
* Release Loan to client

**QC HOJ Multi-Purpose Cooperative**

**PURCHASER (CONSUMER OPERATION)**

August 1, 2007- December 23, 2007

Duties and Responsibilities

* Handles all requisition of cooperative canteen
* Coordinates with the suppliers
* Double checks all stocks

**QC HOJ Multi-Purpose Cooperative**

***TELLER (CREDIT OPERATION)***

February 1, 2006- July 31, 2007

Duties and Responsibilities:

**Teller**

* Provides account services to customers by receiving deposits and loan payments;
* cashing checks;
* issuing savings withdrawals;
* recording night and mail deposits;
* answering questions in person or on telephone;

**ABILITIES**

* Computer literate
* Knowledgeable in Bank Reconciliation and Government Licenses

**PERSONAL INFORMATION**

AGE: 33 years old

GENDER: Female

STATUS: Married

BIRTHDAY: August 14, 1983

RELIGION: Catholic

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

**JENNYLYN**