

**Lozano**

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Objectives

* **To seek a challenging and responsible position in a company were in my skills and knowledge can be utilized for its improvement and progress.**

Work Experience

* **ACCOUNTING SPECIALIST**

**Universal Chefs Catering**

**Angeles City, Philippines**

**July 01, 2015 to April 10, 2017**

-Accounts Payable Officer - Recording, Preparing and Monitoring of Expenses

-Budget Officer - Preparing and monitoring for Weekly budget Schedule

-Prepares Bank Reconciliation

-Check Disbursement Officer - Processing of invoices and check requests on a weekly basis in accordance with company policies.

-Answer multi-line telephone for reservation and other inquiries

-Inventory Monitoring

-Filing of various Accounting documents.

-Knowledgeable on Quick Books

* **ACCOUNTING CLERK**

**Segnor Construction and Development Corporation**

**Angeles City, Philippines**

**December 01, 2013 to June 25, 2015**

-Checking and Recording Project Income and Expenses

-Checking all transactions related to project.

-Checking all the Progress Billings of the Sub-Contractors.

-Preparing and Verifying the accuracy of Weekly Payroll of the Workers

-In Charge in preparation of Bank Reconciliation

-In-charge in keeping and filing of Vouchers payable and other important Documents

-Scheduling of Payables and checks.

-Reporting direct to the President and Administrator.

* **TOLL TELLER**

**Tollways Mangement Corporation**

**(Subic-Clark-Tarlac-EXpressway)**

**Mabalacat City, Philippines**

**May 01, 2012 to October 01, 2013**

\*Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts, Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines*.*

Educational Background

TERTIARY

* **Associate Graduate in Hotel and Restaurant Services**

**\* Leadership Awardee**

**\*President, Hotel and Restaurant Services Department**

Clark International College of Science and Technology

Dau, Mabalacat, Pampanga

2010-2012

ELIGIBILITY

* **Competency in Food and Beverage NC II**

Certificate On process

* **Competency in Housekeeping NC II**

Certificate On process

* **Competency in Bartending NC II**

Certificate On process

* **Competency in Front Office Services NC II**

Certificate On process

Seminars and Trainings

* **Apprenticeship-by-Experience**

**(school/Onboard Learning Program)**

**Seminar/workshop and Practicum Emmersion**

**M/V Super Ferry 2**

October 22, 2011 to October 24, 2011

* **Front office Operations with Hands-on Fidelio**

**Astoria Plaza**

August 20-21, 2010

* **Hospitality Industry Exposure Trip**

**Planes and Places Travel Services**

August 20-21, 2010

Personal Information

Birthday : June 17, 1993

Age : 23

Place of birth : Mabalacat

Nationality : Filipino

Religion : Catholic

Visa Status : July 14, 207

I hereby certify that above information are true to the best of my knowledge.

Greetings!

Your Accounting department has advertised job openings for which my experience directly qualifies me. My QuickBooks experience would be a good start for knowing all the accounting software. I am extremely knowledgeable and familiar with this kind of functions and I recognize for the record keeping that is necessary for dealing with that kind of industry.

My Accounting experience gives me a unique ability to apply technology, in all its forms, to business processes. Some of the business process knowledge includes accounting, finance, facilities, inventory control, budgeting, payroll and etc.

I have experience with Recording, Preparing and Monitoring of Expenses also Preparing Bank Reconciliation, Processing of invoices and check requests on a weekly basis in accordance with company policies, Answer multi-line telephone for reservation and other inquiries and Filing of various Accounting documents.

I would enjoy an opportunity to talk with you or someone in your organization to see where my skill set would be of the greatest benefit to your company. I believe I could be a great asset to your department.