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**Anthony**

**Anthony.366942@2freemail.com**

**OBJECTIVE**

* [To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.](http://www.resumebaking.com/uncategorized/socio-economic-development/)

**EDUCATIONAL BACKGROUND**

* **College Level: National College of Business and Arts**

Address: Ilog Pugad, Brgy. San Juan Taytay, Rizal

Degree Program: Bachelor of Science in Accountancy (2011-2016)

* **College Level: Far Eastern University - Manila**

Address: Nicanor Reyes St. Sampaloc, Manila

Degree Program: Bachelor of Science in Medical Technology (2010-2011)

* **Highschool Level: National College of Business and Arts**

Address: Ilog Pugad, Brgy. San Juan Taytay, Rizal

Year Graduated: 2010

**SEMINARS AND TRAININGS ATTENDED**

* “**How to operate and run a restaurant”**

Businesscoach Philippines – Anapolis St. Greenhills

* **“ On-Job Training “/**

**Part Time Accounting Staff** : **ELG Accounting and Auditing Services**

November 2014 – April 2015

**Role Details**: Assisting on encoding purchase receipts for tax purposes.

 **WORKING EXPERIENCE**

* **Accounting AR Junior Associate : I-Remit Inc. Global Remittance**

June 2016 – February 2017

**Role Details:** • Daily sending of trading advise used for foreign exchange to International Treasury department of Hong Kong settlements.

 • Updating of ledger of Hong Kong Accounts Receivable

• Monitoring collections and reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted

 • Daily updating of volume report for Hong Kong and Middle east agents transactions.

 • Monthly entries of AR accounts of Hong Kong Branch and Other Middle East Agents.

* **Data Entry Clerk : LRA Pacific Management Consultancy**

May 2015 – October 2015

 **Role Details:** • Encoding information of SSS members and contributions to meet the daily quota of 2,000 data.

**SKILLS**

* Accurate and attentive to details
* Use of judgement and ability to solve problems efficiently
* Sound Knowledge of Management and Accounting
* Computer literate, Proficient in Microsoft Office including Excel.
* Basic Knowledge in Integrated Accounting System and SAP
* Ability to Work Under Pressure
* Bookkeeping