**WALTER**

**WALTER.367050@2freemail.com**

**OBJECTIVE:**

* To acquire a challenging career with a solid company utilizing the opportunity to offer proven and developing skills within the company.
* To be able to obtain my knowledge, skills and to develop what I have learned about financial management and accounting.
* To enhance my learning’s about other financial transaction and to share what I have learned in school,
* To be able to interact with new people than can enhance my social relationship with people and the work environment that I am with.

**WORK EXPERIENCE:**

 **Accounting staff (April 04, 2016-Present)**

* Analyze profit & loss of the company to know the financial status and update books of accounts.
* Process Government Documents (BIR, Financial Statement, GIS, Increase Capital Stock and other Government matters).
* Responsible in preparing GIS, Financial Statement and other financial reports for Government requirements.
* Responsible for ATM application of all employees.

 **Field Auditor (May 22-September 15, 2015)**

* I was assigned to check, analyze and review sales transaction of the salesman, confirming the accounts of the customer if it is fully paid or it is still unpaid. I’m the one responsible to make sure that the accounts are correct and checking the quality and quantity of the products from the supplier to SYL and from SYL warehouse to the market.

**Billing Assistant (OJT Nov. 12, 2014-Jan. 23, 2015)**

* My task is to assist the members and officers of the GSIS to their work and inquiries about the contribution and loan balances. I was also responsible in checking the contribution.

**Student Assistant (March 2012-May 2013)**

* I was assigned to assist the faculty and students to their computer work and follow ups inquiries and transaction.

**SKILLS:**

* Computer Literate and can do basic Microsoft word, Excel, and PowerPoint
* Analyzing data
* Reviewing Transaction
* Encoding
* Good Qualitative Aptitude and Eagerness to Learn
* Can work with less supervision
* Willing to undergo trainings

**TRAINING AND SEMINARS**

Unleashed International Corporation the Highest potential in your Studies

University of St. La Salle, Bacolod

August 2013

Bangko Sentral ng Pilipinas

Bacolod City Negros Occidental

The Importance of Money and Financial Institution

August 2014

Entrepreneurship:

 The Pros and Cons of starting a Business

VMA Global College, Sum-ag Bacolod

September 18, 2014

**EDUCATIONAL BACKGROUNDS:**

TERTIARY : VMA GLOBAL COLLEGE

 Bachelor of Science in Business Administration

 FINANCIAL MANAGEMENT

 Sum-ag, Bacolod City, Negros Occidental

SECONDARY : Bilbao-Uybico National High School

 Brgy.Pook Hinoba-an

Negros Occidental

PRIMARY : D. E. Bilbao Elementary School

 Brgy. Pook Hinoba-an

Negros Occidental

 I hereby declare that the above information is true and correct through the best of my knowledge and ability.