**FLORDELIZA**

Email Address: flordeliza.369294@2freemail.com

**OBJECTIVE:**

To acquire valuable knowledge and skills to complement those that I have learned from school in an actual job environment and three years of experienced as payroll officer and accounts officer. I offer my service and determination to be an asset to your company throughout the duration of my experienced.

**Personal Data: Profession :** Business Management

 **Age :** 24 years old

 **Date of Birth :** September 13, 1992

 **Civil Status :** Single

 **Citizenship :** Filipino

**Religion** : Roman Catholic

 **Languages Spoken :** English and Tagalog

**Education:**

**Bachelor of Science in Business Administration**

Major in Marketing Management

Surigao del Sur State University

June 2009 – March 2013

Philippines

**Work Experience:**

**Company : Arienza Trucking Services**

 Tandag City, Surigao del Sur, Philippines

**Position** : Accounts Officer

**Duration** : June 08, 2014 – August 15, 2016

**Duties &**

**Responsibilities:**

* Ensures timely payment of bills.
* Monitoring and processing of payments and expenditure
* Ensures that suppliers and vendors are paid according to the set time limits.
* Provides reliable and pertinent information for organizing and allocating funds

**Company : A.F Allied Maintenance Services (Manpower Agency)**

 Toril, Davao City, Philippines

**Position :** Payroll Officer

**Duration :** August 15, 2013 – June 05, 2014

**Duties &**

**Responsibilities:**

* Doing timesheet calculations and data entry
* Benefit deduction calculation and maintenance
* Manual checks
* Pay increases
* Direct deposit submissions
* Distributes pay cheques
* Processes payroll audits, unemployment claims, employment verifications, sick & vacation accruals and employee correspondence
* Maintains accurate records and filing system

**Skills:**

* Knowledge in Microsoft Office (Word, Excel and PowerPoint)
* Data Entry Skills, Verbal Communication
* Knowledge of basic accounting principles, alongside proven experience of administrative work
* Knowledge of payroll functions and procedures.

Original certificates will be available upon request.

I hereby attest that the above data are true and correct.

**FLORDELIZA**

Applicant