**MARITES**

Deira, Dubai, U.A.E.

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**CAREEROBJECTIVE**

To obtain a challenging position that will intensify my knowledge, skills and abilities in any field of work so that I may be able to use them for the development of the company.

DESIRED POSITION:

**Accountant / Secretary / Receptionist / Personal Assistant**

**SUMMARY OF QUALIFICATIONS:**

* 2 years Assistant Administrative Officer
* 2 years Branch Finance Officer
* 2 years in Auditing
* 10 years in Accounting Clerk/Teller
* Proficient in English both written and oral communication.
* Knowledgeable in the applications of Microsoft Word, Excel, Advance-excel and QuickBooks Accounting Software
* Highly organized and efficient at work.
* Can work under pressures and willing to work long hours.

**WORK EXPERIENCE:**

**TELLER/ACCOUNTING CLERK**

**SOUTHERN LEYTE ELECTRIC COOP, INC. (Electric Power Distributor)**

**Maasin City Southern Leyte**

**Philippines**

**January 2002-December 2017**

***Duties and Responsibilities:***

* Receiving cash and check payments for electric bills
* Follow up outstanding dues from various clients.
* Update and maintain daily accounting records
* Preparing vouchers for payment to suppliers
* Preparing reimbursement of Petty Cash Fund.
* Daily Monitoring for daily collections
* Doing monthly bank reconciliation of all banks.
* Preparing monthly receivable and payable statement schedule.

**AUDITING AIDE**

**SOUTHERN LEYTE ELECTRIC COOP, INC.**

**Maasin City, Southern Leyte**

**Philippines**

**August 1999-January 2002**

***Duties and Responsibilities:***

* Encoding/Recording during transfer and receiving of stocks from supplier to the computer daily.
* Prepares daily cash collection report, deposit to the bank collection of the day, Audit official receipts, sales invoices series issuance of the day.
* Checks daily collections, cash receipts, cash disbursement, purchases and transfer of stocks report every month.
* Prepare, encode and post all accounting entries to the accounting computer system.
* Perform actual inventory counting every end of the month.
* Reconcile Receivables, Payables, Inventories, Advances to Employees and other related accounts.
* Make bank reconciliations every month.
* Filling of all documents

**BRANCH FINANCE/ADMINISTRATIVE OFFICER**

**RHINE MARKETING INC. (retailers of home appliances, office furniture and computers)**

**November 1996-December 1998**

***Duties and Responsibilities***

* Train newly hired collectors
* Conduct cashiers audit
* Conduct inventory audit in store.
* Entertain queries and problems of customers and store employees regarding accounting matters.

**EDUCATIONAL ATTAINMENT:**

 **Bachelor of Science in Accountancy**

 **Saint Joseph College**

 **Maasin City, Southern Leyte, Philippines**

 **March 1996**

**PERSONAL DETAILS:**

 **Date of Birth : March 18, 1975**

 **Civil Status : Single**

 **Nationality : Filipino**

 **Height : 5 ft**

 **Weight : 50 kilograms**

 **Languages : English, Filipino & Visayan**

 **Visa Status : Visit Visa**