LEONOR

Email: [leonor.301846@2freemail.com](mailto:leonor.301846@2freemail.com)

**CAREER OBJECTIVE**

An experience professional willing to impart knowledge and skills not only for self-growth and advancement but for the benefits of the company as well

**PROFESSIONAL EXPERIENCES**

**March 24, 2011 to July 31, 2016** **Samal Island Multipurpose Cooperative (SIMC)**

8119 Island Garden City of Samal, Philippines

Contact Number: +63 932 2677 642

**LOAN Officer cum Accounting Assistant**

* Provide information on queries regarding loan services of SIMC, particularly the loan interest rate, charges and how much loan that may avail by individual member-borrower
* Providing appropriate loan forms for particular loan product
* Process loan applications of member-borrower, checking and assisting in filling out loan forms that are submitted
* Provide computation on all types of loan
* Issued and update loan passbooks for new and old accounts
* Process and vouchers all types of loan
* Record, receive and release member-borrower loan collaterals
* Print some pertinent documents needed for loan applications
* Prepare and submit Monthly Reports of the following:
  + - List of Loan Releases
    - List of Delinquencies (LPAT)
    - List of Staffs and Relatives due accounts

**Other task:**

* Reliever of Teller / Cashier & Accounting / Bookkeeper
  + Receiving and disbursing of cash transactions like payments, deposits and withdrawals
  + Actual cash counting and preparation of daily cash position report without error
  + Provide and replenish petty cash fund
* Generate and Print Monthly Attendance sheet of the branch staffs for about ten employees

**Dec. 1, 2010 to Mar. 23, 2011 Sky View Realty Company & Services**

Dacudao, Agdao, 8000 Davao City, Philippines

Contact Number: +639461521289

**SECRETARY / BOOKKEEPER**

* Facilitate proper recording of daily realty transactions
* Receive and answer calls from client’s queries
* Record schedules of regular and special tripping activities unto the area or the project site
* Prepare documents that are necessary for the realty transactions
* Prepare agent’s application form, buyer’s information sheet, reservation contract, contract to sell and deed of absolute sale
* Compute agent’s commission as per lot sold
* Prepares vouchers for disbursements of various expenses
* Issued receipts for payments of clients
* Keep records of individual buyers and agents
* Prepare monthly and annual reports of financial status of the real estate marketing operation

**Sept. 21, 2001 to Nov. 30, 2009** **FCWA Transport & Allied Services Cooperative**

**& May 2010 to Nov. 30, 2010** 8118 Island Garden City of Samal, Philippines

**BOOKKEEPER**

* Prepare all source documents such as vouchers and receipts for the entry on the books of accounts
* Keeping all records of all transactions on consumer and credit operation
* Recording and posting of individual member’s transactions on consumer and credit operation
* Prepare interim financial statements for monthly, quarterly and annual reports subject for internal and external audit
* Summarize and review the monthly, quarterly and annual inventory of merchandise goods in the consumer operation
* Facilitate inquiries on financial matters based on the financial reports submitted
* Prepare schedules of individual members shares, accounts and loans receivables
* Prepare aging of accounts for consumer and credit operation
* Prepare adjusting and closing of entries on the final books of accounts at the end of every accounting period
* Prepare worksheets and subsidiaries for the detailed reports
* Prepare the computation of the annual distribution of members share on the interest of their capital and patronage refund

**Dec. 1, 2009 to Feb. 27, 2010** **Timbal Marble Co., Inc.**

# 1148 Edsa Balintawak, Quezon City

Philippines

**ACCOUNTING STAFF**

* Handling petty cash fund for daily expenses
* Prepares vouchers and check for payment of suppliers
* Facilitate check payment to suppliers upon collection
* Prepare and send Statement of Accounts or Billings to clients through fax or email
* Follow up clients every month for their due accounts
* Assist on making payroll of all the employees in the company
* Receive and answer phone calls and emails from clients and suppliers for their queries about the company’s project and billings
* Assist on canvassing and purchasing of materials and supplies of the company’s project via telephone, fax and emails.
* Assist on arranging schedules of the delivery of materials and supplies for the project via telephone, fax and emails.

**EDUCATION**

**1996 – 2000 BACHELOR OF SCIENCE IN COMMERCE – MANAGEMENT ACCOUNTING**

**Holy Cross of Davao College**

Sta. Ana Avenue, 8000 Davao City, Philippines

1991 – 1996 **SECONDARY**

Holy Cross of Babak, Inc.

Babak Dist. I, Island Garden City of Samal, Philippines

**SKILLS**

* Expertise in Bookkeeping
* Expertise in Typing Documents
* Intermediate in the application of Microsoft Word & Excel
* Ability to work under pressure
* Strong written and verbal English Communication
* Ability to operate photocopier, scanner and fax machines

**SEMINARS, TRAININGS AND COURSES ATTENDED**

* 3 DAYS SEMINAR-WORKSHOP

***Credit Management***

Institute of Co-operative Studies (MASS-SPECC Training Unit)

July 8 -10, 2014 at MASS-SPECC Hostel, Tiano-Yacapin Sts.,

Cagayan De Oro City, Philippines

* 1 DAY SEMINAR / WORKSHOP

***Signature Verification***

Credit Union Trainers for Empowerment (CU-TE) Foundation, Inc.

June 7, 2014 at Brokenshire Resort and Convention Center

Madapo Hills, Davao City, Philippines

* 2 DAYS SEMINAR / WORKSHOP

***Credit Investigation & Collateral Appraisal Workshop***

MASS-SPECC Cooperative Development Center

April 7-8, 2014 at Ritz Hotel, Porras St. Obrero, Davao City, Philippines

* 2 DAYS SEMINAR / WORKSHOP

***Strategic Option in Credit and Collection***

Cooperative Development Authority (CDA) Reg. XI Davao

August 29-30, 2012 at PCU-Davao, Capability Building Center

National Highway, Magdum, Tagum City, Philippines

* 2 DAYS SEMINAR / WORKSHOP

***Real Estate Appraisal***

February 25-26, 2012 at Brokenshire Resort and Convention Center

Madapo Hills Davao City, Philippines

* 2 DAYS SEMINAR / WORKSHOP

***CDA Required Course on Leadership and Values Re-Orientation***

January 21-22, 2012 at PHRDC, Catagman

Samal Dist. II, Island Garden City of Samal, Philippines

* 1 DAY SEMINAR

***Reduction and /or Obliteration of Delinquency and Legal Concerns***

August 20, 2011 at Brokenshire Resort and Convention Center

Madapo Hills Davao City, Philippines

* 12 DAYS SEMINAR / WORKSHOP

***Staff Orientation Seminar for Microfinance Professionals***

EuroCredit Development Institute

February 13-25, 2006 at CRS Tower, Paco, Manila, Philippines

* 3 DAYS SEMINAR / WORKSHOP

***Standard Chart of Accounts (SCA) and Performance Standards (COOP-PESOS)*** Cooperative Development Authority (CDA) Reg. XI

June 28-30, 2005 at Live-Love Seminar House, ICC Parish Compound

Brgy. Peñaplata, Samal Dist. II, Island Garden City of Samal, Philippines

**PERSONAL PARTICULARS**

Age: 36 yrs old Date of Birth: October 05, 1979

Nationality: Filipino Gender: Female

Marital Status: Single Height: 5’4”

Weight: 110 lbs.