ROS

[ROS.347213@2freemail.com](mailto:ROS.347213@2freemail.com)

**Objective:**

To be employed in an efficient company where my knowledge, skills and attitude can be utilized and for the advancement of my career.

**Work Related Experiences:**

**Accounting Officer& Registrar**

**Seamac International Training Institute Inc. – Iloilo Branch**

**February 2015-Febuary 2017**

**Duties and Responsibilities**

* Assisting in scheduling the instructors
* Assisting in scheduling the trainings
* Handling all accounts of the trainees
* Incharge in assessing the accounts and releasing of certificate
* Entertaining and explaining the training program
* Handling the accounts of the company
* Preparing Financial statements
* Preparing monthly remittances of the company
* Preparing checks and accounts payables
* Reports monthly income and expenses
* Assessing all the documents needed in trainings
* Preparing monthly receivables on the trainees

**Accounting Clerk**

**Cool Realty Development Corp.**

**March 2014-Feb 2015**

**Duties and Responsibilities**

* In charge in consolidating income and expenses
* Making sure that things are properly prepared before the start of the day
* Preparing monthly and yearly reports
* Preparing and Releasing the salary of employees
* Preparing GI sheet of the company
* Preparing checks for payables
* Auditing the works of the cashier
* Preparing monthly remittances

**Rizal Commercial Banking Corporation**

**On-the-Job Training**

**(200 hours)**

**Duties and Responsibilities**

* Assist Customers in the New Accounts Department
* Preparing records for cheque purchase
* Assist in encoding clients information
* Filing of requirements and pertinent documents
* Sorting all documents

**Skills**

* Able to work with less supervision and a team player
* Excellent communication and organizational skills
* Proficient in MS Word, MS Excel, MS Power Point and Integrated Accounting Application

**Personal Information**

Age: 24 years old

Religion: Christian

Status: Single

Birthdate: September 19, 1992

**Educational Background**

* **Western Institute Of Technology**

Bachelor of Science in Accountancy

Year 2013-2014

* **Maasin, National Comprehensive High School**

Year 2008-2009

* **Maasin Central Elementary School**

Year 2004-2005