

**Accounts/Admin Position**

**Irish**

* Handled all payroll activities for 60+ employees and ensured posting of checks before end of month
* Answered incoming calls (avg. 40/day) resolving issues with both customers and billing department
* Improved customer service rating by 15% by training other employees in correct phone handling
* Converted manual payroll system into digital, and implemented and trained staff on usage
* Analyzed all company data entry systems and prepared recommendations for system-wide efficiency improvement

**CONTACT**

**CAREER OBJECTIVE**

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Email: [irish.388113@2freemail.com](mailto:irish.388113@2freemail.com)

* Assist in the preparation of financial reports like balance sheet, income statement (profit or loss, cash flows and other financial reports required by the accountants and chief accountant)
* Prepare Cashbook, ledger posting and subsidiary ledger. Maintain petty cash including bookkeeping
* Answered incoming calls responding to any queries, resolving issues with both customers, and billing department
* Providing administrative and clerical support (mailing, scanning, faxing, copying, filing)
* Maintaining electronic and/or hard copy filing system
* Enter or update client’s information in the system
* Prepare monthly report on outstanding loan balances of the borrower
* Doing follow up calls to clients due for payment
* Preparing and editing documents like letters, reports, memos, and emails
* Prepare demand letters to borrower and follow up slow and non-payment borrower
* Printing and filing journal entries in compliance to the government
* Prepare computation of loan proceeds
* Perform other functions as requested

**ACCOUNTING ASSISTANT / LOANS PROCESSOR**  
***Nittan Capital Finance Inc. - Philippines***   
This Company was established to extend financial assistance to Filipino Workers and to offer credit facilities to consumers and commercial enterprises through direct lending. It has 50 employees all over the Philippines.

**PROFESSIONAL EXPERIENCE**

**June 2017 – October 2018**

**SKILLS/**

**QUALIFICATIONS**

Certified Accounting Technician (CAT)

Proficient in accounting transaction activities

Strong Finance and Accounting background

Knowledge in Accounting Principles, Reporting Standards and processes

Proficient in all Microsoft Office applications and Tally ERP 9

Graduate of full 4-year course Bachelor of Science in Management

Accounting (BSMA)

Excellent written and verbal communication in English

Organized and attentive

to detail

**EDUCATION**

**2011 - 2017**

**Tertiary**

B.S Management Accounting

Saint Louis University  
*Baguio City, Philippines*

**Secondary**

San Jose High School  
*Baguio City, Philippines*

**2007 - 2011**

**Primary**

Pico Elementary School  
*Benguet, Philippines*

* Maintained accurate and complete documentation for all financial department procedures.
* Evaluated employee expense reports and verified accuracy.
* Collected and arranged information and entered details into computer database.
* General Ledger Maintenance
* Reconciliation of Fixed Asset reports
* Update of tenant ledger
* Audit parking tickets
* Reconciliation of tenant security deposit
* Sort various files

**On the job training (OJT) Accounting Department**  
***Jarco Realty and Development Corporation Baguio Center Mall***   
This Company is, involve in Real estate buying, developing, subdividing and selling.

**PROFESSIONAL EXPERIENCE**

**January 2016 – April 2016**

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**2007 - 2011**

**Other Personal**

**Details**

**Birth Date**

July 24, 1994

Single

**Civil Status**

* Assessed students of their old account and current account
* Ensuring that students follow the enrollment procedure and payment procedure every term
* Cashier helper
* Filling students ledger

**Admin Assistant - Accounting Department**  
***Saint Louis University – Baguio City, Philippines***

**May 2014 to December 2016**

**Nationality**

Filipino

* Check books in and out the library
* Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
* Answering readers’ enquiries

**Library Student Assistant - Saint Louis University – Laboratory High School, Baguio City Philippines**

***Saint Louis University – Baguio City, Philippines***

**January 2015 – March 2015**