**NORALYN**

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**OBJECTIVES**

To be a part of growing organization which I can contribute my skills and knowledge and also to learn and develop.

**WORK EXPERIENCE**

* **Accounting Officer**

Laoag Generations Corporation Exclusive Distributor of Unilever Philippines

May 2015- 2016

**Duties and Responsibilities**:

* Checked and Collected Daily Remittances
* Deposited Daily Remittances
* Checked employee’s daily time record
* Checked billing statement
* Received internal and external calls.
* Encoded Daily Remittances Papers
* Filled Files And Records
* Scanning, photocopying
* Sending emails
* Product Inventory

On –the –Job Trainings:

1. **January 5 to February 20, 1014**

Company: **PR GAZ, INC.** (E. Retelco Drive, BagongIlog, Pasig City)

PR Gaz is a more-than-a-decade old liquefied petroleum gas (LPG) distributor and retailer.

**Duties and Responsibilities**:

* Encoded SSS and Pag-ibig contributions
* Computed and checked payroll
* Computed SSS discrepancies
* Computed employee’s tardiness
* Checked billing statement
* Checked employee’s daily time record
* Prepared metro bank form
* Prepared fliers
* Sorted and filed documents

1. **November 5 to December 23, 2014**

**GOVERNOR ROQUE B. ABLAN MEMORIAL HOSPITAL** (Laoag City, Ilocos Norte)

**Medical Records Department:**

* Received internal and external calls.
* Interviewed clients requesting for medical certificate, medico-legal certificate, certificate of live birth and death certificate.
* Assisted peers in receiving, releasing and filing all requests and communications.
* Find and retrieved records of patients requesting for insurance claims, SSS, work and school purposes.

**Personnel Department:**

* Recorded employee’s tardiness in a monthly report in their index card.
* Disseminated memos, letters and other forms as directed by immediate supervisor.
* Retrieved files of memos for verification.
* Updated the personnel checklist.
* Plotted schedules of employees by section in a 15-day period.
* Assisted in arranging, compiling the employees assessment form, together with their attached documents such as PDS, PRC copy, DTR’s according to department and employment status.

**Personal Information:**

Age : 24

Date of Birth : November 24, 1994

Citizenship : Filipino

Religion :Born Again Christian

Height :5’8”

**Education:**

**Tertiary:** Bachelor of Science in Business Administration Major in

Human Resource Development Management

College of Business, Economics and Accountancy

Mariano Marcos State University

City of Batac, Ilocos Norte

2011-2015

**Secondary:** Batac National High School (Poblacion Campus)

City of Batac ,Ilocos Norte

S.Y 2007-2011

**Elementary:** Mariano Marcos Memorial Elementary School

City of Batac, Ilocos Norte

S.Y 2003-2007

**Skills:**

Software: Proficient in MS word, MS Excel, MS Powerpoint

Personal: Fast learner, team player, self-motivated, and independent.

Good listener and easy to deal with other people.

Goal oriented individual.

Easily grasp instructions.

Flexible and can work with minimum supervision.

**Trainings and Seminars Attended:**

**Pre-Practicum Seminar HRDM 200**

MMSU- TeatroIlocandia

City of Batac

November 3, 2014

**MMSU-JPMAP Day Celebration**

**“*Self-Empowerment Learning through Focus Interaction and Esprit de Corps*”**

MMSU-TeatroIlocandia

City of Batac

August 2014

**MMSU-JPMAP**

**“*Re-echo of Discovering Potentials for the Future Globally Competitive Leaders*”**

CBEA-Social Hall

December 2013

**JPMAP 13th National Convention**

**“*Discovering Potentials: Equipping and Preparing Future Globally Competitive Leaders”***

Chateau Royale Sports and Country ClubNasugbu, Batangas  
November 23-24, 2013

**JPMAP Day Cum Seminar**

***“Brand U: Branding Yourself For Personal And Career Success”***MMSU Batac Main Library – UETC  
Batac City, Ilocos Norte, Philippines

September 20, 2013