



GRETCHEN R. VERZOSA

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Objective

A highly motivated business administration-financial management graduate, seeking a full-time position that will allow me to expand my skills and impart my knowledge in making a meaningful impact to company's goal.

Experience

- **Concrete Restoration and Repair Technology, Inc.** September 1, 2022 - May 10, 2024
ACCOUNTING STAFF
 - Monitor operating cash outflows and/or expenses by evaluating, processing, verifying, and reconciling the amounts against sales/charge invoice or official/cash receipts.
 - Prepares Journal Entries according to accounts in every preparation of liquidations.
 - Cash Handling (Cash for Withdrawal and for Deposit).
 - Assists on Payables Processing to supplier and other company expenses.
 - Assists on Preparation of 2307 BIR Form (Withholding Tax) in Payables/Payments Processing.
 - Withdrawal of fund request with high supervision of cash on hand and Deposits back to company's account all the excess on the advances and other payments.
 - Effects proper Liquidations, Filling, and Monitoring of receipts/invoices and submits to Accounting Department regularly.
 - Assistant Payroll: Releases workers' pay every Saturday.
 - Update Financial Processor/Accounting Department for daily fund/transaction requests.
 - Collates from timekeeper the fully accomplished/prepared Daily Time Record (DTR) and submits to Payroll-In-Charge for weekly payroll processing.
 - Prepares Request for Funds, Billings, and other requisition of the project and ensures payments to supplier and; Checks, Review and Reconcile the sales/charge invoice to issued Check, Purchase Order (P.O), Requisition Form and Official Cash Receipt.
 - Monitors full implementation of company policies and accounting procedures to safeguard company operation.
 - Maintains effective working relations with project operating management.
- **Western Leyte College of Ormoc City, Inc.** February 21, 2022 - June 9, 2022
ON-THE-JOB-TRAINEE (REGISTRAR'S OFFICE)
 - Encoding Permanent Record of Grades of students
 - Assists Head Manager in updating confidential files and documents for Digital filing
 - Create Promotional List in Microsoft Excel
 - Interaction between client and students on queries and assistance.
 - Encoding and Printing of Updated Grades
 - Scanning of documents for Digital filing and Organizing
- **LIDE Employees Multi-Purpose Cooperative (LEDEVCO)** January 22, 2018 - February 9, 2018
WORK IMMERSION TRAINEE (OFFICE & OTHER ACCOUNTING WORKS)
 - Checking and updating of Book Journals on Services conducted
 - Checking of Company's Ledger
 - Assist bookkeeper in handling receipts and invoices
 - Encoding/Typing of Receipts Gathered in One Month
 - Basic liquidation
 - Monitoring of Stocks per week
 - Basic inventory processing

Education

- **Western Leyte College of Ormoc City, Inc.** 2018-2022
Bachelor of Science in Business Administration Major in Financial Management
Magna Cum Laude (GPA: 1.32)
- **LIDE Learning Center, Inc** 2016-2018
Senior High School

- **Doane Baptist School**
Junior High School
Class Salutatorian (Class High Honors)

2012-2016

- **Doane Baptist School**
Primary Education
Class High Honors

2006-2012

Skills

- Computer Encoding Skills (Microsoft Office Application—MS Word, MS Excel, MS PowerPoint)
- Fast Learning and Adaptability Skills
- Good Oral and Written Communication Skills
- Strong Organizational and Creative Thinking Skills
- Good Analytical Skills
- Flexible: Ability to work independently with minimal supervision and can also assess work with team collaboration
- Leadership Skills
- Honest and dedicated
- Openness and willingness to learn

Achievements & Awards

- Civil Service Certified (Since 2022)
- Magna Cum Laude (GPA: 1.32) • BSBA-Financial Management • Academic Year.: 2021-2022
- Occupational Safety and Health Orientation/Awareness Training - ATOMCO, Ormoc City - June 17 & 18, 2023
- Occupational Safety and Health Standard Fourth Industrial Revolution: Research and Innovation - Sabin Resort Hotel, Ormoc City - November 19, 2019
- Nanotechnology, and Business Ethics and Social Graces in the Digital Workplace - Bayview Inn Resort, Ormoc City - March 22, 2019
- Junior High School: Class Salutatorian (A.Y. 2017-2018)
- Leadership Awardee—Annual School Camp - Florittas Beach Resort, San Juan, Palompon - November 18-20, 2015
- Primary Education: Class High Honors (A.Y. 2011-2012)

Reference

- **ROSENDO A. VILLAR - Concrete Restoration and Repair Technology, Inc.**
Area Project Manager - Leyte
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09055254468
- **CHRISTIAN PAUL RAMOS - Concrete Restoration and Repair Technology, Inc.**
HR Staff/Timekeeper/Safety Personnel
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- **JENILYN PINO - Concrete Restoration and Repair Technology, Inc.**
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- **RUELYN M. MELO - Western Leyte College of Ormoc City, Inc.**
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- **JOHN ALEXANDER L. CODILLA, LPT - Western Leyte College**
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- **MARIA THERESA C. BRILATA - LIDE Learning Center Inc.**
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