

Maintaining the Cash Books
Check Issuances
Preparation of Accountable
Reports

<u>Date:</u>	<u>Company:</u>	<u>Position:</u>	<u>Scope of Work:</u>
			Prepares and travels for deposits and cash advances
Sept. 21, 2009 To Feb. 19, 2011	HCDH-IC	Accounting Staff	Computes Leave Credits Computes 13 th Month and tax refund/balance
May to Aug. 2009	Cyprea Int.	Accts Payable Clerk	In charge of HMO Benefits Updates and prepares vouchers and Checks

Educational Background:

	<u>Year Graduated</u>	<u>Awards Received</u>
• Elementary FCIC – IC	2001	Salutatorian
• High School Doane Baptist School	2005	Third Honorable
• College San Carlos University	2009	Consistent Dean's Lister Cum Laude

Course: Bachelor of Science in Management Accounting

Eligibility :

CIVIL SERVICE ELIGIBILITY FOR HONOR GRADUATE

Organization Involved:

Singles for Christ

- 2008-2014

JPIA

- CY 2005-2009

Youth for Christ

- 2005-2008

BEC SK

- 2003