

# Herbert P. Orais

A dedicated and detail-oriented professional with an Associate Degree in Information Technology and Career Service Professional. Seeking an opportunity to contribute my skills in administration, financial management, and IT support to an organization committed to excellence and growth. Eager to learn, grow, and contribute positively in a supportive and dynamic team environment.



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## EDUCATION

### Associate Degree in Information Technology

Saint Joseph College, Maasin City, Southern Leyte  
*Graduation Year: 2023*

## ELIGIBILITY

- **Career Service Professional**  
*2023, Civil Service Commission*

## WORK EXPERIENCE

### Administrative, Bookkeeper and Finance Officer

**Saint Francis de Assisi Dialysis Center** –  
Borongan City, Eastern Samar  
*July, 2023 – January, 2025*

- Managed **monthly payroll** for staff, ensuring accuracy and timely processing.
- Recorded **financial transactions** between patients and the dialysis center, maintaining detailed and confidential records.
- Oversaw the center's **expenses**, ensuring budget compliance and monitoring for efficiency.
- Handled **bank transactions**, including deposits and withdrawals, and coordinated financial matters with the bank.
- Worked closely with medical and administrative staff to ensure smooth daily operations.
- Assisted with general administrative tasks as needed, contributing to a collaborative and efficient work environment.

## AREA OF EXPERTISE

### General Accounting & Bookkeeping

- Financial Record-Keeping
- Bank Reconciliation
- Accounts Payable & Receivable
- Payroll Processing

### Financial Management

- Expense Monitoring & Budgeting
- Financial Reporting & Analysis
- Cash Flow Management
- QuickBooks & MS Office Proficiency

### Administrative & Clerical Support

- Document Preparation & Filing
- Records Management
- Office Coordination & Scheduling
- Data Entry & Database Management

### Technical & Software Skills

- Intuit QuickBooks
- Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Video Editing

## COURSES

- **Bookkeeping with QuickBooks Online**  
*(Bookkeeping Solutions by ABPG)*  
*January 17-19, 2025*

## INTERESTS

- Photography
- Camping
- Video Games
- Music