

# JOANAH LOUIELA O. BOLECHE



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## CONTACT INFO

Bgy. Maslug, Baybay City  
Leyte, Philippines  
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## EDUCATION

University of the Philippines Visayas  
Tacloban College  
Bachelor of Science in Management  
Relevant coursework: Accounting, Finance,  
Human Resources, Operations Management,  
Marketing Management

## SKILLS

I am proficient in both oral and written English communication, capable of using Microsoft Office (Excel, Word and PowerPoint), has good interpersonal skills, adaptable and efficient

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## EXPERIENCE

January 1, 2023 to present

**Administrative Aide III** | Bookkeeping Section | Accounting Office, Visayas State University

- Prepares financial reports and statements for submission to COA, DBM and other concerned offices on time
- Handle the bookkeeping functions of the Business- Related Fund that includes but are not limited to identifying transactions, ensuring all voucher and payrolls have correct accounting entries, post to the Accounting BAOM, prepares Trial Balance, General and Subsidiary Ledger for VSU Main's transactions, and prepares necessary adjusting general journal entries.
- Prepares bank reconciliation for Business-Related Funds
- Perform the pre-audit of Sales, Collection and Remittance Reports submitted by checking the accuracy and consistency of entries of IGP Reports (Both from IGF and BRF fund clusters)

February 2 to December 2022

**Administrative Aide I** | Trust Section | Accounting Office, Visayas State University

- Obligate and record journal entries on vouchers for 101 Trust Projects and Trust Liabilities and prepare quarterly, semi-annual, annual and terminal Financial Report on each project monitored
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## REFERENCES

**Louella C. Ampac**  
Director, Financial Management Office, VSU  
09175423297

**Nick Freddy R. Bello**  
OIC Head, Accounting Office, VSU  
09292255015