

# **JUNEL OMAPAS DEQUINA**

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## **SUMMARY**

A competitive, hardworking, reliable and goal-oriented individual seeking an opportunity to work in a dynamic and supportive work environment. I am eager to apply my strong work ethic, adaptability and willingness to learn a role where I can contribute to team success while developing new skills and growing professionally.

## **WORK EXPERIENCE**

### **ACCOUNT OFFICER**

**CARD INC. (A MICROFINANCE NGO) | 2019-2025**

- Assist in managing the branch financial transactions and activities including cash flow, daily monitoring and reporting.
- Provide client service, addressing inquiries and resolving complaints.
- Conduct small group meeting and orientation.
- Responsible in collection of payment and due clients.
- Checking and updating of client's account.
- Bookkeeping and checking of transactions documents.
- Responsible in clients background investigation and project inventory.

## **EDUCATION**

### **BACHELOR OF SCIENCE IN HOTEL, RESTAURANT AND TOURISM MANAGEMENT**

**VISAYAS STATE UNIVERSITY**

**2014-2018**

## **SKILLS**

Cash Handling  
Communication  
Computer literate

Time Management  
Budgeting  
Financial Analysis

MS Office  
Auditing  
Bookkeeping



## **TRAININGS ATTENDED**

**INTRODUCTION TO BOOKKEEPING**  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

**ACCOUNT OFFICER REFRESHER COURSE TRAINING**  
CARD MRI DEVELOPMENT INSTITUTE

**BASIC OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR SAFETY OFFICER**  
GE-SUN CONSULTANCY CORPORATION

**REFRESHER TRAINING FOR MICROINSURANCE**  
CARD MBA

**COMPUTER LITERACY**  
FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION

## **CHARACTER REFERENCE**

**MARY ROSELYN S. MONTEMAYOR**  
Area Manager  
09094556886

**MAE ANN GECIL R. MATAS**  
Unit Manager  
09639648712

**ARLENE G. FERNANDEZ**  
Unit Manager  
09102308934