



Caressa Jovi Reales, CPA

Mobile Number 09057896620
Email: caressa_reales@yahoo.com
Age: 27 years old
Location: Zone 18, Baybay, Leyte
Expected Salary: 90,000.00
Job Level: 2 to 4 Years

Work Experience

April - 2017 to June - 2021
4 years 2 months

Administrative Officer IV

City Gov't of Baybay
Monthly Salary: 35,000.00

I am currently handling the disbursement of Petty Cash Fund and the liquidation thereof, preparation of Electronic Statement of Expenses, preparation of remittances to Bureau of Treasury & supervising the Report of Collection and Deposits of the Collecting Officers. Previously, I have handled the disbursement of Intelligence and Confidential Fund, checking of outgoing checks and its attachments, & preparation of report for the inventory of accountable forms.

Education

2011 - 2016

St. Paul School of Professional Studies

College graduate in Bachelor of Science in Accountancy

2019 - Present

Visayas State University

Masters in Business Management

Skills & Languages

Accounting and Bookkeeping (knowledgeable in GAM)

English

Microsoft Programs literate

References

Evelyn P. Relente
City Government of Baybay
Former City Treasurer
09988522921