

# Michelle Ann Chua

## OBJECTIVE

Diligent School Cashier with 2 years experience in delivering outstanding customer service. Responsible for receiving, disbursing and processing all transactions per the school policy and standard operating procedure. High level of attention to detail, ensuring accurate documentation.

Eager to continue the work experience gained as Administrative Office II at VSU Main.



### ADDRESS

Purok 1, Brgy. Dolores  
Ormoc City, Leyte, 6541  
Philippines



### PHONE NUMBER

09505885922



### EMAIL ADDRESS

chuam653@gmail.com

## PERSONAL DETAILS

Date of Birth: 13 April 1994

Place of Birth: Ormoc City,  
Leyte

Gender : Female

Nationality : Filipino

Civil Status : Single

## EXPERIENCE

July 2019 – July 2021

**School Cashier • St. Peter's College Of Ormoc • Fr. Ismael Cataag St. Ormoc City, Leyte**

- Carried out daily banking duties, ensuring all invoices and receipts were accurately processed.
- Processed any payments types quickly and accurately.
- Provided assistance to customers thru answering tuition-related queries.
- Balanced cash register each day to ensure correct amounts and accurate accounting records.
- Provided positive customer experiences with friendly and courteous service.
- Managed daily banking deposits.
- Filed and archived receipts, liquidations and other relevant paperwork.
- Produced reports on cash and banking using Excel formulas and pivot tables.

April 2016– April 2016

**Inventory Clerk – Office Staff • Carmen's Cakes and Pastries • Brgy. San Isidro Owak, Ormoc City**

- Planned and monitored product storage and dispatch while overseeing stock replenishment operations.
- Reported any faults, breakdowns and damages to Branch Head in order to keep operations running smoothly.
- Obtained estimates and prices to project next order of raw products especially during celebratory seasonal holidays.
- Updated inventory count and maintained inventory branch records to assist the accountant.

## EDUCATION

### Bachelor of Science in Accountancy (BSA)

June 2017 – November 2018

St. Peter's College of Ormoc, Fr. Ismael Cataag, St., Ormoc City, Leyte

### Bachelor of Science in Accounting Technology (BSAct)

June 2012 – March 2016

Western Leyte College of Ormoc City, Inc, A. Bonifacio St., Ormoc City, Leyte

## SHORT COURSE

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### BOOKKEEPING NC III

September 2021 – October 2021

AMA Computer Learning Center (ACLC), Lilia Avenue Brgy. Cogon,  
Ormoc City, Leyte

## CERTIFICATES

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Civil Services Professional

Member of the Institute of Certified Bookkeepers

## REFERENCES

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Bena-Lyn C. Fariola  
Bureau of Internal Revenue  
Ormoc City  
09166206380

Sherymai Caamic  
St. Peter's College of Ormoc  
Fr. Ismael Cataag St., Ormoc City  
09555072400/09158662484

Ma. Gayle P. Encina  
St. Peter's College of Ormoc  
Fr. Ismael Cataag St., Ormoc City  
09959671859

## SKILLS

Attention to details

Microsoft Word, Excel and  
Powerpoint

Basic Accounting

Cash Handling

Adaptable

Self-motivated

Bank Transactions

## HOBBIES

Urban Gardening/Farming

Embroidery

Reading Fiction Books

Watching Dramas

## LANGUAGES

Bisaya

Tagalog

English