

JUNEL OMAPAS DEQUINÁ

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SUMMARY

A competitive, hardworking, self-disciplined 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.
- Serves as supply custodian and supply inventory clerk.
- Responsible in client 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

Account Management
Account Reconciliation
Financial Analysis

MS Office
Auditing
Bookkeeping

CIVIL SERVICE ELIGIBILITY

- **CAREER SERVICE ELIGIBLE**

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