

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: October 03,2022 – December 31,2023
- Position: Accounting Staff-Bank Reconciliation Accountant
- Name of Office/Unit: Accounting Office
- Immediate Supervisor: Khevin Carl J. Monloy, CPA
- Name of Agency/Organization and Location: Adventist Hospital Cebu, 400 Tres de Abril St., San Nicolas, Cebu, Cebu City

- List of Accomplishments and Contributions (if any)
 - Develop a bank reconciliation process to do it accurate, precise and in timely manner.

- Summary of Actual Duties
 - Responsible for the monthly bank reconciliation reports
 - Responsible for the daily updates of the banks passbook
 - Responsible for filing bank statements for future references
 - Records monthly bank reconciliation adjustments
 - Journalizing other monthly adjustments (adjusting entries) other than bank recon adjustments, eg. Various fund transfers, PPE depreciation, taxation entries and other adjusting entries.
 - Responsible for the physical count and encoding monthly, quarterly and yearly inventory.
 - Filing the journal entry vouchers (JV)
 - And to do other accounting related tasks of my co-workers if they are not around and I am ask to do so.

- Duration: November 01,2021 – April 31,2022
- Position: Accounting Staff
- Name of Office/Unit: Business Office
- Immediate Supervisor: Jesse C. Sumalpong
- Name of Agency/Organization and Location: Adventist Academy Cebu, Bulacao, Talisay City, Cebu

- List of Accomplishments and Contributions (if any)
 - Finish the needed manual/ traditional accounting records for the BIR requirements

- Summary of Actual Duties
 - Responsible for the transfer of the accounting records from the system to manual/ traditional way of recording t6he whole accounting process for the BIR requirements
 - Cashiering if I am ask to do so
 - Responsible for other accounting/ business related work.

Ena Gen T. Tripoli

(Signature over Printed Name
of Employee/Applicant)

Date: _____