



PERSONAL DETAILS

Rosella C. Parmo

Punong, Matalom,Leyte

rosellaparmo1015@gmail.com

09355904038

Birthdate: Oct. 15, 1999

LANGUAGE

Cebuano
Filipino
English

INTEREST

Reading
Writing

CERTIFICATES

Certificate of Eligibility
Honor Graduate eligibility
pursuant to Presidential
Decree No. 907

Certification for
Completion of the
UMAP-COIL Program
conducted by the Institute
for Innovative Global
Education, Kansai
University.

Certificate on AMLC/CTF
Fundamentals Course

ROSELLA CAÑETE PARMO

WORK EXPERIENCE

□ November 2023- Present

Branch Bookkeeper

- Rural Bank of Hilongos (Leyte), Inc.- Matalom Branch Matalom, Leyte
- Managed daily record of bank's financial transaction ensuring accuracy.
 - Maintained monthly financial statements.
 - Reconciled bank accounts and general ledger entries resolving discrepancies.

□ Apr. 2023 - Nov. 2023

Accounting Assistant

- Rural Bank of Hilongos (Leyte), Inc. -Hilongos, Leyte
- Assisted with data entry, reconciling financial records and creating accurate financial data.
 - Managed accounts payable and receivables maintaining up— to date records.
 - Providing general administrative support to accounting team.

EDUCATIONAL ATTAINMENT

Bachelor of Science in Business Administration

Major in Marketing Management

Southern Leyte State University – Tomas Oppus Campus

San Isidro, Tomas Oppus, Southern Leyte

GWA: 1.35

Graduated as Magna Cum Laude, July 2022

REFERENCES

Michael Jay Matondo
09262036691
Rural Bank of Hilongos (Leyte), Inc.

Marcelina Delima
09941029623
Rural Bank of Hilongos (Leyte), Inc.

SKILLS

Microsoft Word	
Microsoft Excel	
Communication	

RESUME OBJECTIVE

A motivated and enthusiastic professional seeking a position in a trustworthy organization. Eager to continue learning new valuable skills and enhance more of my potentials. Known to provide support by leveraging my hard earned experience while bringing forth a positive attitude and commitment to deliver high-quality results.