



REGINE MAY T. ZABALA

To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.

WORK EXPERIENCE

ACCOUNTING STAFF /

FIXED ASSET CUSTODIAN

2021-Current

Ram Food Products, Inc.

Tacloban City

- Verify and generate weekly expense report and monthly itinerary of salesman.
- Request cash float of salesman and prepare cash float liquidation quarterly.
- Mail pricelist to customers.
- In-charge of purchasing office supplies.
- Prepare monthly inventory reports for office supplies and other accountable forms.
- Helps in the inventory of all products/stocks.
- Prepare accounts payable voucher.
- Follow-up and in-charge on payments for suppliers and branch utilities expenses.
- In-charge of monitoring, canvassing and request of all vehicle repairs and maintenance.
- Monitor/Coordinate regarding registration/renewal/insurance of trucks.
- Control and monitor fuel expense of all deliveries.
- Prepare weekly and monthly fuel loading report.
- Responsible in processing renewal of business permit, real property taxes, BIR payments and other pertinent government clearances and papers.
- Conduct branch recruitment process.
- Mail employee attendance to HR.
- Encode sales and collection.

KEY ENTRY OPERATOR

JANUARY 2020-
MARCH 2020

Freight Process Outsourcing Solutions Inc.

Palo, Leyte

- Process orders/billings.
- Encode data.

CONTACT

✉ reginemayr12@gmail.com

☎ 0945-841-4621

📍 Brgy. San Vicente Tolosa,
Leyte

PERSONAL

- Age: 24 years old
- Birthdate: May 16, 1998
- Status: Single
- Religion: Roman Catholic

SKILLS

- Computer Literate
- Encoding
- Fixed Asset Reporting
- Organize

REFERENCES

EDEN CUBILLA

BRANCH ADMINISTRATOR

0908-640-4671

MARICRIS A. REYNERA

ACCOUNTING STAFF

0975-462-9160

EDUCATION

EASTERN VISAYAS STATE
UNIVERSITY

2014-2019

Bachelor of Science in Entrepreneurship
Tacloban City

- ESGPPA Scholar

TOLOSA NATIONAL HIGH
SCHOOL

2010-2014

Brgy. Malbog Tolosa, Leyte

I hereby certify that the above information are true
and correct.



Regine May T. Zabala