

JENNY MATES COSI

Brgy. Palhi, Baybay City, Leyte

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Objective

To obtain a challenging position where I can utilize my work experience and skills for the benefit of the organization.

Personal Information

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|---------------|--------------------------------------|-----------|--------------------------------------|
| Age | : 46 years old | Height | : 4'11" |
| Birthday | : February 9, 1979 | Status | : Married |
| Birthplace | : Polomolok, So. Cotabato | Religion | : Roman Catholic |
| Mother's Name | : Milagros Ocaleña Mates | Languages | : English, Tagalog, Ilonggo, Cebuano |
| Father's Name | : Jerry Perrero Mates Sr. (Deceased) | | |

Work Experience

Administrative Aide ■ February 11, 2020 – present

Visayas State University (VSU) ■ Visca, Baybay City, Leyte

- Evaluated BSA, BAS, and BSDE student records as to curricular level, scholastic standing, graduation, etc.
- Prepared individual student records (worksheet of consolidated grades, permanent record, evaluation record, etc.
- Posted grades and updated regularly student records (manual system)
- Identified candidates for graduation and Latin honors
- Prepared list of candidates for graduation and Latin honors
- Prepared, processed, signed, sealed and releases TOR and diploma as first issuance
- Reviewed, checked and verified authenticity of submitted credentials of new students
- Checked & verified records for education and employment verification purposes
- Informed the student of their course/subject deficiency
- Managed, accounted, controlled, and maintained students' records
- Assisted in the enrollment of students
- Advised the student on the curricular program, enrollment, subject load and sequence
- Secured integrity and confidentiality of student records
- Assisted in the enforcement of academic policies and regulations
- Performed other duties assigned from time to time by the University Registrar

Accountant/Accounting Head ▪ 2014 – May 2019

Cannery Multi-Purpose Cooperative (CAMPCO)▪ Purok Sagrado Brgy. Poblacion, Polomolok, South Cotabato

- Took charged of the general accounting system of the cooperative's business in accordance with GAAP
- Prepared monthly financial reports or as required timely and accurately
- 1. Consolidated Statement of Financial Operation and Condition of the following cooperative's business operations:
 - 1.1 Dole Philippines, Inc. (Manpower – Polomolok, South Cotabato)
 - 1.2 Franklin Baker, Inc. (Manpower – Darong Sta. Cruz, Davao Del Sur)
 - 1.3 Roxas Sigma Agriventures Inc. (Manpower – Tupi, South Cotabato)
 - 1.4 CAMPCO Consumers and Pharmacy
 - 1.5 CAMPCO Members Savings Operation
 - 1.6 CAMPCO WE CARE
 - 1.7 Agri-Growth International Corporation
- 2. Comparative Statement of Financial Operation per business (Actual vs. Budget)
- Took charged of budget and control
- Implemented and maintained internal control
- Prepared and consolidated the proposed annual budget
- Implemented financial policies and procedures
- Checked and verified the following:
 - 1. Disbursement and Journal Vouchers
 - 2. Daily Cash Position Reports
 - 3. Purchase order, receiving reports, service and job requests
- Established, maintained and reconciled the general ledger
- Computed dividends and patronage refund
- Assisted in the annual audit
- Maintained and recommended upgrading of accounting computerization system
- Prepared and submitted annual reports as required by BIR and CDA, DOLE and other stakeholders, as required
- Prepared Development Plan for Accounting Department
- Supervised the general operation of accounting & staff performance/daily work activities
- Provided efficient and effective office management
- Managed the filing, storage and security of documents such as promissory notes, audited financial statements, MOA, Board Resolutions and policies
- Assisted other departments when necessary

Bookkeeper • 2007- 2013

Cannery Multi-Purpose Cooperative (CAMPCO)▪ Purok Sagrado Brgy. Poblacion, Polomolok, South Cotabato

- In-charged for the preservation of the books of accounts and source document such as receipts, invoice, vouchers and attachments, permits, contracts and other records pertaining to the business of the cooperative
- Prepared and submitted annual reports as required by BIR and CDA, DOLE and other stakeholders, as required
- Checked and assigned accounts in accordance with GAAP before vouchering
- Prepared check and journal vouchers
- Verified the accuracy and validity of payroll against billing summary, official receipts, check disbursement vouchers and journal vouchers
- Reconciled general account balances with subsidiary ledgers
- Prepared and consolidated monthly financial reports
- Computed dividends and patronage refund;
- Verified and approved purchase orders, service and job requests
- Conducted monthly physical inventory under CAMPCO Consumers/Store and Pharmacy
- Prepared monthly physical inventory reports under CAMPCO Consumers/Store
- Maintained and monitored accountable forms
- In-charged of recording and monthly preparation of depreciation schedule of all properties and equipments
- Performed "end of day" and "end of month" processing(Accounting System)
- Performed TRV(transactions requiring voucher) or posted other receivables deductions of the following:
 1. Salaries and Wages of Mgt. and Staff
 2. Board of Directors and Committees' per diem and honorarium
 3. Resigned workers/members
- Assisted in the annual audit
- Assisted in the preparation of annual budget

Accounting Clerk▪ November 19, 2002 - 2006

Cannery Multi-Purpose Cooperative (CAMPCO)▪ Purok Sagrado Brgy. Poblacion, Polomolok, South Cotabato

- Checked, posted and monitored daily petty cash fund disbursements
- Maintained and monitored subsidiary ledgers on accounts/other receivables
- Maintained and monitored accounting records
- Assisted Bookkeeper on the following:
 1. Preparation of Check Disbursements and Journal Vouchers
 2. Preparation of Dividends and Patronage Refund
 3. Printing of Subsidiary ledgers
 4. Issuance of charge invoice to Dole Phil. Billings

- Prepared and submitted monthly reports on accounts/other receivable
- Assisted in the annual audit

Sales Representative ▪ October 2000 – March 2001
ElectroLux Marketing Inc. ▪ General Santos City

- Marketed Household Equipments

Skills

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|--|-------------------------------|
| Microsoft Office (PowerPoint, Excel, Word) | Inventory |
| Micro Banking Accounting System | Point of Sale |
| Bookkeeping | Accounts Receivables/Payables |
| Auditing | Payroll |
| Budgeting | |

Education

GenSantos Foundation, Inc. College
March 2000 ▪ **Bachelor of Science in Accountancy**

San Lorenzo Ruiz Academy of Polomolok
March 1996

Dole Cannery Central Elementary School
March 1992

References

Miriam M. De La Torre
Registrar III

Marwen A. Castañeda
University Registrar
(Former)
09776295216

Florife A. Abordo
CAMPCO Manager
(Former)
09994093270

