



ANGELICA POLE

Administrative Staff

I am a punctual and self-motivated professional with a proven ability to excel in fast-paced environments and deliver high-quality results. A collaborative team player, I build positive relationships at all organizational levels and adapt seamlessly to varying work dynamics. With a strong sense of responsibility, reliability, and exceptional time-management skills, I am committed to achieving organizational goals effectively and efficiently.

Contact



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Hipusngo, Baybay City, Leyte, 6521

Education

● Bachelor of Science in Agribusiness

Visayas State University

June 2017

Visca, Baybay City, Leyte, 6521

Skills

Organized



Communication



Teamwork



Meeting deadlines



Critical thinking



Reference

Alicia Flores

Head, Budget Office

Visayas State University

alicia.flores@vsu.edu.ph

Louella Ampac

Director, Finance Management Office

Visayas State University

louella.ampac@vsu.edu.ph

Language

Cebuano

Filipino

English



Experience

● Bookkeeper

CARD Inc. (A Microfinance NGO)

Sept 2017 - Aug 2020

I was able to prepare a budget actual assessment and submit a monthly bank reconciliation statement report for the area. My responsibilities included monthly accrual of expenses, making appropriate journal entries, and keeping and updating records. I also maintained complete and accurate daily records of all financial transactions in the area. In addition, I was responsible for preparing payroll and remittance schedules and ensuring timely and efficient payments.

● Data Encoder

Online Programs Office, VSU

Jan 2022 - March 2022

Compile data documents systematically to make them easily accessible for evaluators during the Master of Agricultural Development Accreditation by AACUP Level IV second cycle preparation.

● Administrative Aide III

Budget Office, VSU

April 2022 - Present

I am responsible for encoding daily financial transactions, such as purchase orders, vouchers, and payrolls for the Internally Generated Fund and the Internationalization Project of the Regular Agency Fund. Additionally, I handle job orders, contracts of services, purchase requests, Requisition and Issue Slips, and fund transfers under Fund 164.

I also manage the sub-allotment of the office under the Internally Generated Fund and the Internationalization Project of the Regular Agency Fund and update monthly balances of projects, departments, and offices under these funds. In the absence of the in-charge, I assist in receiving, releasing, and obligating documents.

Moreover, I am responsible for duplicating the obligation number in the hard copy of the received document. I also release vouchers, payrolls, PR, PO of the supplier, RIS from the department, appointments, and other documents in the HRIS system.

I also assist the Head in preparing urgent and unexpected reports required by the DBM, CHED, NEDA, COA PASUC, Congress, Senate, and other regulatory agencies.

Furthermore, I encode reports in the Unified Reporting System (URS) of DBM and prepare liquidation of obligations under RAF-Current to determine actual disbursement/payments of payees.