

PERSONAL INFORMATION



Paola Kezia Grace Magalona Batula

📍 Brgy. San Isidro, Ormoc City Leyte

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Sex Female | Date of birth 07/11/1996 | Nationality Filipino | Status Single

POSITIONS APPLIED FOR

ADMINISTRATIVE AIDE IV (Clerk II)

WORK EXPERIENCE

July 2017 – April 2021

Accounting Staff (Job Order)

Eastern Visayas State University
Ormoc City Campus
Brgy. Don Felipe Larrazabal, Ormoc City
6541 Philippines

- Audits Liquidation of Cash Advances and Reimbursements for Payroll, Officers and Employees and Special Disbursing Officers.
- Financial reporting to EVSU-Main, Tacloban and COA.
- Prepare accounting related entries to numerous registers and journals.
- Preparing and maintaining accounting documents and records for decision-making purposes..
- Compile data and prepare a variety of reports, timely.
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions.

Sector Accounting & Budget

April 201 – April 2021

Billing and Collections Specialist (BPO)

Account: Seek Business Capital (California)
Virtual Staffing Solution
Brgy. Nadongholan, Ormoc City
6541 Philippines

- Billed clients for the successful funding.
- Invoicing, developing and implementing invoicing procedures, managing databases, and handling client requests.
- Daily and Weekly Reports on Collections and Invoiced
- Handle calls for invoice walkthrough and sending invoice for payments.
- Processing payments through Stripe Payment,

Sector Accounting & Budget

November 2015 – February 2016

On-the-Job Trainee

Chuliente Marketing Corporation
Real St, Ormoc City
6541 Philippines

- Assists preparation of financial documents generated on a daily, weekly and monthly basis.
- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases
- Maintains accurate, complete and timely book-keeping and generates report that will be significant to decision-making of the management.

Sector Marketing & Accounting

Volunteer

Kristiyanong Kabataan para sa Bayan Movement
 Area 49 – Ormoc City Chapter
 Badminton City, Linao, Ormoc City
 6541 Philippines

- Generates financial reports of the business tools of the income-generating projects of the organization.
- Conducts cash count maintains accurate, complete and timely book-keeping of the generated income of the organization in a weekly basis.

Sector Youth Development

EXAMINATIONS PASSED

- | | |
|----------------|--|
| March 18, 2018 | Civil Service Exam – Professional Level Passer
Civil Service Commission |
| April 26, 2017 | NC III Bookkeeping Competency Assessment Passer
Technical Education and Skills Development Authority (TESDA) |

EDUCATION & SEMINARS

- | | |
|------------------------|--|
| June 2013 – March 2017 | Bachelor of Science in Accounting Technology
Western Leyte College of Ormoc City, Inc.
Andres Bonifacio St., Ormoc City
6541 Philippines |
| February 25, 2017 | Philippine Accountancy Congress
National Federation of Junior Philippine Institute of Accountants
Ormoc City, Leyte
6541 Philippines |

PERSONAL SKILLS

- | | |
|------------------------------------|---|
| Mother tongues | Cebuano, English |
| Other languages | Filipino |
| Communication skills | Strong phone and verbal communication skills gained from call center experience
Public speaking skills gained thru frequent exhortation in church activities in English language.
Good communication skills gained thru frequent meetings in youth organizations.
Can adapt well to other new languages. |
| Organisational / managerial skills | Became the SCOM President of KKB Movement – Western Leyte College of Ormoc Chapter from S.Y. 2016-2017.
Holds a position as a member of the KKB Movement Ormoc City Chapter Core Group.
Leads a youth development structural unit called a “Life Group” which manages and guides members to a specific task or objective set by the leadership. |
| Job-related skills | Having knowledge in business intelligence software: Integrated Accounting for Windows.
Having experience in data analysis. |
| Computer skills | Good command of Microsoft Office™ tools and an integrated experience in Accounting software. |
| Other skills | Has diversified skills in Crafting, Events Preparation, Bodily Kinaesthetic. |

ADDITIONAL INFORMATION

References

- Geoffrey Rainier O. Cartagena, CPA
Accountant Designate
Eastern Visayas State University
538 Osmeña St. Ormoc City, Leyte
Contact: +63 933 858 9920
Email: gocartagena16@gmail.com
- Engr. Sherwyn S. Toledo
Marketing Supervisor
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