

JOANAH LOUIELA O. BOLECHE



CONTACT INFO

Bgy. Maslug, Baybay City
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EDUCATION

University of the Philippines Visayas
Tacloban College

Bachelor of Science in Management

Relevant coursework: Accounting, Finance,
Human Resources, Operations Management,
Marketing Management

SKILLS

- Proficient in both written and spoken English
 - Strong interpersonal and communication skills
 - Highly skilled in Microsoft Office Suite (Excel, Word, PowerPoint)
 - Strong adaptability, efficiency, and problem-solving abilities
 - Knowledgeable in financial and accounting systems and processes
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PROFESSIONAL EXPERIENCE

January 1, 2023 to present

Administrative Aide III | Bookkeeping Section | Accounting Office, Visayas State University

- Prepare accurate and timely financial reports and statements for submission to the Commission on Audit (COA), Department of Budget and Management (DBM), and other relevant offices.
- Manage the bookkeeping functions for Business-Related Funds, including identifying transactions, verifying correct accounting entries, posting to the Accounting BAOM, and preparing Trial Balance, General Ledger, and Subsidiary Ledger.
- Perform regular bank reconciliations for Business-Related Funds.
- Conduct pre-audit of Sales, Collection, and Remittance Reports, ensuring accuracy and consistency of entries across IGP (Income Generating Projects) and BRF fund clusters.

February 2 to December 2022

Administrative Aide I | Trust Section | Accounting Office, Visayas State University

- Process and record journal entries on vouchers for 101 Trust Projects and Trust Liabilities and prepare comprehensive quarterly, semi-annual, annual and terminal Financial Report on each project monitored
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REFERENCES

Louella C. Ampac

Director, Financial Management Office, VSU
09175423297

Nick Freddy R. Bello

Head, Accounting Office, VSU
09292255015