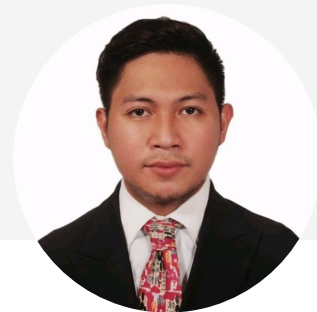



KARL WILLIAM SORIMA, CB

FINANCIAL ANALYST



 09971902984

 sorimakarlwilliam@gmail.com

 Brgy. Hiagsam, Jaro, Leyte 6527

PROFILE

Detail oriented and goal-driven professional with working knowledge of database applications such as MS Office and ability to learn technology quickly.

SKILLS

- Microsoft Office Suite
- Bookkeeping
- Strong Attention to detail
- Highly motivated and fast learner
- Strong problem-solving and analytical abilities
- Ability to communicate with a wide range of individuals.
- Community Organizing
- Thinking strategically and Systematically

EXPERIENCE

FINANCIAL ANALYST

Department of Social Welfare and Development
December 2021 to Present

- Setting-up systems and processes for community-based finance management and fiduciary control.
- Training community volunteers on financial management and fiduciary processes.

ADMINISTRATIVE ASSISTANT

Department of Social Welfare and Development
September 2021 - December 2021

- Conducts records inventory for the section's files and records.
- Prepares Regional Special Order
- Records incoming and outgoing documents, communications of the division and maintain data tracking system

LIAISON OFFICER

Department of Social Welfare and Development
May 2021 -August 2021

- Clerical tasks and coordination activities
- Attend pre-bid conference and other construction related activities

REGISTRATION OFFICER

Philippine Statistics Authority
September 2020 - December 2021

- Provides quality customer service to all applicants
- Captures demographic and biometric information of applicants and maintained registration kits

EDUCATION

MASTERS IN MANAGEMENT

Leyte Normal University, Tacloban, Leyte
2020 - 2023

BACHELOR OF SCIENCE IN ACCOUNTANCY

Saint Paul School of Professional Studies
2015 - 2020

**BACHELOR OF SCIENCE IN
ACCOUNTING TECHNOLOGY**

Saint Paul School of Professional Studies
2015 - 2020

**BS IN BUSINESS ADMINISTRATION
(MAJOR IN HRDM)**

University of San Carlos
2015

ACCOUNTING INSTRUCTOR

Manila International Skills Academy, Manila)

April 2019 - December 2019

- Teaching individuals without accounting background but who need to understand and appreciate how business transactions are recorded, summarized, and interpreted for commercial decision-making purposes.
- Conduct workshop on Accounting Process

BANK INTERN (ON-THE-JOB TRAINEE)

Philippine National Bank, Tacloban City

November 2018 - April 2019

- Administrative and clerical tasks to assist the employees in day-to-day bank operations.
- Maintained complex digital filing system for financial information.

CERTIFICATIONS

- **DSWD: KALAHI CIDSS NCDDP AF BASIC DROM (DISASTER RESPONSE OPERATIONS MODALITY) TRAINING FOR AREA AND MUNICIPAL COORDINATING TEAM (07/2022)**
- **DSWD: KALAHI CIDSS NCDDP AF Community Finance Training (11/2022)**
- **TESDA: NATIONAL CERTIFICATIONS II in Bookkeeping (01/2019 - 01/2024)**
- **TESDA: NATIONAL CERTIFICATIONS II in Events Management Services (01/2019 - 01/2024)**
- **TESDA: Managing Personal Finances**
- Tax Updates (11/2018)
- New Conceptual Framework (11/2018)
- Updates for the Newly Adopted Code of Ethics of Professional Accountants (12/2019)
- JPIA Conference Leadership and Student Empowerment (08/2017)