

Eiko Camille P. Valles

CAREER OBJECTIVE

To seek an entry-level accounting position where I can apply my academic knowledge and practical experience to drive the growth and success of the organization. I aim to gain exposure to various facets of accounting, such as finance, auditing, and taxation, while honing my skills and expertise in a supportive and challenging work environment.

EDUCATION

Saint Paul School of Professional Studies

Bachelor of Science in Accountancy
May 2024

- Loyalty Awardee
- Completed an internship in a distribution company (RVDi)

PROFESSIONAL EXPERIENCE

River Valley Distribution Inc.

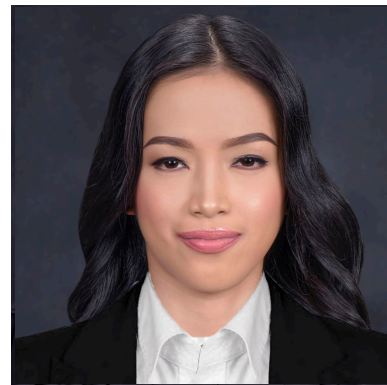
Accounting Intern (November 2023- February 2024)

- Human Resources
 - Made incoming and outgoing calls
 - Reviewed and updated employees' 201s
 - Journalized payment voucher transactions for Region 8 provinces and cities and Cebu and handed it to AP department and treasury department respectively
 - Assisted job applicants and handing them their examinations
- Accounts Payable (AP) Department
 - Verified payment transactions
 - Verified existing Hauling Tickets
 - Looked for errors in reconciling items for trucker's salary
- Purchasing Department
 - Making schedules for the sales agents and their deliveries
 - Sequencing deliveries
- Tax Department
 - Utilized BIR Form 2307
 - Verified amounts before inputting through computing for the Gross of VAT, Net of VAT, and Output VAT

CHARACTER REFERENCE

Ms. Myrene Dela Pasion

Instructor
Saint Paul School of Professional Studies
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LinkedIn: Eiko Camille Valles

CORE QUALIFICATIONS

- **Computer Literacy:** Well-versed in the use of Microsoft Software resulting in efficient work.
- **Excellent Communication Skills:** Able to effectively connect communicatively with peers resulting in laudable outputs
- **Interpersonal Skills:** Built warm relationships with co-interns and workmates leading to smooth collaboration
- **Able to adapt** to changing circumstances, work under pressure, and be flexible in response to new challenges
- Able to prioritize tasks and **manage time** effectively to meet deadlines

CERTIFICATIONS

Certified Bookkeeper

National Institute of Accounting Technicians
Philippines
May 2023

Civil Service Eligibility

Professional Level
August 2023