



GLEN AGNES B. CABIAS

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SUMMARY

To be in a job where I can fully utilize my knowledge and expertise in the field and willing to learn new things while working that may prove useful both in the development of the company/institution and growth of my career.

EXPERIENCE

ADMINISTRATIVE AIDE III (JOB ORDER), 06/2024 - Current *Visayas State University*

- Acted as an alternate DORC
- To make fund transfer regarding Free Higher Education billing to component colleges
- Assist in the monitoring of Free Higher Education
- Make billing for Athletic/SCUAA fees
- Encodes reports in the Unified Reporting System (URS)
- Act as receiving/releasing clerk in the absence of DORC.

ACCOUNT OFFICER, 03/2019 - 07/2022

Card Bank Inc.

- Maintain accurate financial records and assist in month-end closing processes.
- Process invoices, payments, and reimbursements.
- Reconcile bank statements and manage accounts payable/receivable.
- Prepare financial reports and provide data for audits.
- Ensure compliance with accounting standards and regulations.
- Collaborate with team members to improve processes and efficiencies.

SKILLS

- Computer literacy
- Strong communication skills
- Flexibility in task handling
- Approachable personality
- Filing systems knowledge
- Organisational skills
- Multitasking expertise

EDUCATION

Visayas State University, 2017
Bachelor of Science in Agribusiness