

June 19, 2023

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Dear, Ms./Mrs. Honey Sofia V. Colis:

I am Ronnah Mae Balane an Accountancy graduate and a Certified Bookkeeper; I'm applying for **Administrative Officer II (Accounting Analyst)** position in VSU Main Campus.

I recently resigned as a Tax Associate in real estate company and most of my work responsibilities are filing of Documentary Stamp Return (DST), Monthly Remittance Return of Income Taxes Withheld on Compensation, Monthly and Quarterly Remittance Return of Creditable Income Taxes Withheld (Expanded), Quarterly Value Added Tax Return, preparation of BIR 2307 upon request, preparation of Accounts Payable Voucher for sales incentives of sellers, validation of Petty Cash Fund Replenishment Report, scanning of official receipt for input vat substantiation and Financial Statement preparation for every month end closing.

. I have always wanted to work in government since I passed the Civil Service Exam last August of 2022 but it took a while since I was working at that time. I am eager to improve and create significant changes in my professional career. I am also hardworking and patient candidate. Career wise, I think this is a good place to start to strengthen and develop my expertise and explore new areas of learning and growth.

I am a hopeful candidate and I can be reached anytime through email at ronnahmaebalane@gmail.com or through call or text using this number 0945-988-8335.

Thank you for your time and have a wonderful day ahead.

Sincerely,


Ronnah Mae Balane