

RÉSUMÉ



ERLIE JEAN P. MAZO

Sitio Avocado, Brgy. Gacat Baybay City, Leyte

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09425021987, 09669951768

Career Objective

To be productive, professional, and contributor of achievements in every area or field I'll be assigned, and to acquire new knowledge and skills as I strive to progress.

WORK EXPERIENCE

CASHIER

Company: **MCD CREDIT CORPORATION**

Location: 481-A P. Del Rosario Ext., Sambag 1, Cebu City, Cebu

Nature of Business: Lending

Length of Service: November 29, 2017-September 18, 2020

Job Scope:

- Safekeeping of company's funds
- Accomplished daily Cash Positions
- Coordinated the company's bank for financial transactions (deposits, withdrawals, ordering check books, updating company's banking records, and others as per management's and bank's mandate).
- Released funds for customers' renewals and other disbursements.
- Received collections of Collectors, Credit Investigators, Supervisors, and Management.
- Encoding customers' loan payments either cash or check.

ACCOUNTING CLERK (*same company*)

Length of Service: September 16, 2016-November 28, 2017

Job Scope:

- Checking Daily Collection Receipts (collectors' actual collection list vs. computer input)
- Payroll, encoding customers' payments and other collections.
- SSS, Philhealth, Pag-ibig, BIR monthly payables and other transactions as per mandate
- In charge of handling Petty Cash fund for various expenses.
- Controller of employees' records.

INTERNSHIP

Land Bank of the Philippines
Tacloban Real Branch
Summer 2016

EDUCATION

Bachelor of Science in Commerce
Majors in Banking and Finance and Management Accounting
SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
Campetic Road, Palo Leyte

ACHIEVEMENTS

Civil Service Eligibility (Professional)
EN/CN: 325304
October 23, 2016
Leyte Normal University, Tacloban City

SKILLS

- Literate in Microsoft Word, Excel, PowerPoint and with a record of 51 wpm.
- Attentive and strict to details and accuracy of work responsibilities.
- Strives to meet deadlines.
- Works well in a group or individually.
- Adapt changes and accept criticisms with open-mindedness.
- Knowledgeable in basic accounting, finance, and management.

CHARACTER REFERENCE

DEROLD NICK R. DAMPIOS
Collection Manager and HR Officer
MCD CREDIT CORPORATION
09434566075 or

INGRID DE LIMA
Roommate
09772854147 or 09423758261