

ZENNY VEE F. TIMKANG

Current Address: 077 Purok 3, San Miguel, Sogod, So. Leyte
Contact Number: 0917-878-1326,
Email Address: zennytimkang@gmail.com
Hometown Address: Brgy. San Roque, Sogod, Southern Leyte
6606



PERSONAL INFORMATION

Complete Name: Zenny Vee Fernandez Timkang
Age: 24
Civil Status: Single
Birthdate: November 13, 1996
Citizenship: Filipino
Language Spoken: English, Tagalog, Bisaya
Parents: Mr. Venchito S. Timkang - Electrician
Mrs. Conchita F. Timkang - Teacher

EDUCATION

Tertiary Education	Rizal Technological University Mandaluyong City Bachelor of Science in Accounting Technology 2013 – 2017
Secondary Education	Don Agustin F. Escaño National High School Tomas Oppus, Southern Leyte 1 st Honorable Mention 2011 – 2013

ACCOUNTING SKILLS

- Preparing check and journal vouchers
- Bank reconciliation
- Perform daily cash counts from tellers and checks daiy cash collection report
- Resolve discrepancies in a timely manner
- Checks and prepares loan releases
- Prepares monthly financial statements such as Income Statement, Statement of Financial Position, Cash Flow and Notes to Financial Position

SEMINAR ATTENDED

- | | |
|-------------------------------------------------------------|----------------------------------------------------------------------------|
| ▪ BIR Tax Campaign Kick-Off
Biñan, Laguna
2017 | ▪ LEVIOSA: Uplift the JPIA Spirit
Boni, Mandaluyong City
2017 |
|-------------------------------------------------------------|----------------------------------------------------------------------------|

▪ **FINANCIAL LITERACY**

Bontoc, Southern Leyte
2017

▪ **ETHICS RETOOLING ACTIVITY**

Sogod, Southern Leyte
2020

▪ **COOPERATIVE MANAGEMENT &
GOVERNANCE by CDA-Tacloban**

Sogod, Southern Leyte
April 23, 2021

EXPERIENCES

EXPRESSPAY, INC. – Associate Trainee (November 2016– April 2017)

- ✓ Bookkeeping
- ✓ Balance sheet reconciliation
- ✓ Assist with month-end financial reports
- ✓ Assist with Audits and bank transactions
- ✓ Alpha list data entry
- ✓ Making reports (petty cash replenishment)
- ✓ Familiarization and organizing of document

BONTOC MULTI PURPOSE COOPERATIVE – Teller I (July 2017 – January 2018)

- ✓ Receives payments, deposits, and withdrawals from members/customers
- ✓ Assures correctness and completeness of payments received
- ✓ Prepares daily cash count and reports
- ✓ Caters clienteles/customers' queries to their corresponding accounts

BONTOC MULTI PURPOSE COOPERATIVE –

Accounting Clerk I (February 2018 – August 2018)

Junior Accountant (August 2018 – Present)

- ✓ Prepares check and journal vouchers
- ✓ Do inventory counts, from raw materials to office supplies and goods
- ✓ Receives and records daily cash collection from cashier and tellers
- ✓ Handles members and employees accounts
- ✓ Maintains files, including filing of general ledger journal, check and journal vouchers, and other miscellaneous filings
- ✓ Post datas to all journals
- ✓ Serves also as supplies custodian
- ✓ Bank reconciliation
- ✓ Process all associated finance entries
- ✓ Prepare financial statements and supporting schedules monthly

QUALIFICATIONS

- Exceptionally versatile and adaptility
- Exposed and interacted with a wide variety of personality
- God – fearing woman
- Willing and eager to learn
- Able to work under pressure
- Pleasing personality

CERTIFICATION

- TESDA NCIII (Certified Bookkeeper) Passer
November 2015

ELIGIBILITY

- Civil Service Professional Eligible
August 2017

OTHER SKILLS

- Good Oral and Written Communication
- Sound Knowledge of Management and Accounting
- Bookkeeping
- Oriented in Microsoft Office Applications : Microsoft Word, Excel and PowerPoint
- Language Skills:
 - Bisaya/Cebuano/Filipino : Dialect/Native Language
 - English: Good command of both written and spoken

CHARACTER REFERENCES

- **Mr. Jaycon M. Meru, CPA**
Assistant Supervisor – Cash Management
Expresspay Inc.
epi.jaycon.meru@gmail.com
09293865093
- **JULIETA E. ORAPA**
Branch Manager
Bontoc Multi Purpose Cooperative Bontoc Branch
Bontoc, Southern Leyte
0917-303-8530
- **NINNOH RECHIE K. DEMEGILLO**
General Manager
Bontoc Multi Purpose Cooperative (BCCI)
Sogod, Southern Leyte
- **Hon. Imelda Tan**
Municipal Mayor
Local Government Unit - Sogod
Sogod, Southern Leyte