

**MA. CZARMINE L. YU**

Brgy. Libtong, Roxas Street, San Miguel, Leyte 6518

0992-335-5567

[maczarmineyu@gmail.com](mailto:maczarmineyu@gmail.com)

**OBJECTIVE:** To employ my knowledge with the intention of securing a professional career with opportunity for challenges and career advancement while gaining knowledge of new skills and expertise in the accounting and administrative field.

**SUMMARY OF QUALIFICATIONS**

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Dedicated individual offering a strong educational foundation in accounting and management, complemented by an easy adaptability to new projects and environment. Possesses experience in teamwork and organizational activities. Able to function in high stress situations, can multitask and can work with minimal supervision. Analytical and detail-oriented.

**EDUCATION**

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**Saint Paul School of Business and Law (NOW Saint Paul School of Professional Studies)**

**Pawing, Palo, Leyte**

**Bachelor of Science in Commerce Major in Management Accounting**

Graduated October 30, 2015

**SKILLS AND QUALIFICATIONS**

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- Displayed a high level of responsibility by working on tasks independently.
- Demonstrated reliability by being prompt and accomplishing all tasks assigned.
- Set priorities and plan workload to meet deadlines.
- Computer literate in Microsoft Word, Excel, and Power Point

**EXPERIENCE**

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**LOCAL GOVERNMENT UNIT OF SAN MIGUEL, LEYTE**

- Administrative Aide I

Receive procurement documents that are for process

Prepare Disbursement vouchers and journal entries.

Check and review attached supporting documents

## **INTGERA MGT. & DEV. CORP.**

- **Admin Assistant**

Provide assistance to the financehead, and all over role for an assistant.

Cashiering

Releases the salary through cashnet paywise (PNB)

Checks and Ensure that all billing statements are monitored for payment

Releases check vouchers for payment.

Liquidates weekly expenses for sales personnels and logistic personnels

Inputs and encode accounts payable vouchers for suppliers and other

- **Admin Taxation**

Ensure that all documents for BIR e-filing is secured and checked and submitted to the bookkeeper monthly

Processing SAWT monthly, and other taxation related purposes.

## **DRANIX DISTRIBUTORS, INC.**

### **Jobberfund/AR Clerk**

- Provide financial reporting oversight on areas of sales, inventory, remittances, and receivable processes.
  - Ensure the accuracy and completeness of reported sales and inventory movements.
  - Reconciliation of Distributor Sales Personnel (DSP) / Extruck sales over its remittances.
  - Checking the DSP's Weekly Expense Report.
  - Paying-off receivables.
- Facilitate efficient recording and reporting of financial transactions.
- Ensure adherence to correct identification procedures and confidentiality of information.

### **Accounts Payable Clerk**

- Ensure that all billing statements are monitored for payment
- Liquidates weekly expenses for sales personnels and logistic personnels
- Inputs and encode accounts payable vouchers for suppliers and other

**Bureau of Internal Revenue, RR14****Internship Position**

- Sorts and files all important dockets and other documents
- Verifies TIN, if District Office is full
- Receives and delivers documents to different department for signing

**LEADERSHIP & CAMPUS INVOLVEMENT**

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**Parish Youth Ministry President**

- Year 2006 – 2009

**Junior Philippine Association of Management Accountant**

- Year 2012 - 2015

**REFERENCES**

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**CITADEL C. MACALALAD****IMDC Finance-head****Tacloban City****09175292734****DIANA ROSE A. RELI****IMDC HRS****Tacloban City****09774461980****ARIEL B. ABELLAR, CPA****Municipal Accountant****LGU San Miguel, Leyte****09399098296****JASPER V. DULOSA, M.M.****Palo, Leyte****[jdulosa138@gmail.com](mailto:jdulosa138@gmail.com)****09163939052**