



Marites E. Catibo

Administrative Aide III (Job Order)

Contact

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Address

Zone 6, Brgy. Guadalupe,
Baybay City, Leyte

Education

2013-2018

**Bachelor of Science in
Agribusiness**

VISAYAS STATE UNIVERSITY

Skills

- Proficient in Computer Skills
- Financial document preparation
- File Management

Experience

January, 2023-Present

Visayas State University-Accounting Office

Administrative Aide III (Job Order)

- Prepares journal entries, voucher for 101 Trust Projects.
- Control earmarks PR's, appointments under 101 Trust Projects.
- Obligates vouchers, payrolls and PO's under 101 Trust Projects.
- Liquidates obligated vouchers, payrolls and PO's under 101 Trust Projects.
- Prepares quarterly, semi-annual, annual/terminal Financial Report on each projects.
- Performs other task as assigned by superior from time to time.

February, 2022-December, 2022

Visayas State University-Accounting Office

Administrative Aide I (Job Order)

- Prepares journal entries, voucher for 101 Trust Projects.
- Control earmarks PR's, appointments under 101 Trust Projects.
- Obligates vouchers, payrolls and PO's under 101 Trust Projects.
- Liquidates obligated vouchers, payrolls and PO's under 101 Trust Projects.
- Prepares quarterly, semi-annual, annual/terminal Financial Report on each projects.
- Performs other task as assigned by superior from time to time.

October, 2018-February, 2020

Philippine Seven Eleven Corporation

Sales Area Maintenance

- Store Maintenance: Ensuring the store's overall appearance, cleanliness, and organization.
- Inventory Management: Managing inventory levels, restocking shelves, and minimizing stockouts.
- Visual Merchandising: Maintaining attractive store displays and ensuring products are properly merchandised.
- Customer Service: Providing support to customers, responding to inquiries, and resolving issues.
- Store Operations Support: Assisting store staff with daily operations, including processing transactions and handling customer complaints.

References

Nick Freddy R. Bello

Head, Accounting Office

Phone: 09292255015

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Jhonavel R. Castil

Administrative Officer II

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