



ANTONETH DIAZ



About Me

Interested to pursue a long term career in an environment where I can contribute in the areas of Finance, Accounting, Customer Service and other available opening that best suits my qualification.



Experience

June 2022 -
Current

Hildevanne Food Corporation | Accounting Clerk - Variance

- ✓ Collect Menu Items report from all stores.
- ✓ Make a reading of number of item sold from the Menu Items Report and identify variances.
- ✓ Update Daily Variances Report
- ✓ Manage, monitor store menu variances.
- ✓ File and compile area reports.
- ✓ Collect payments/charges for variances.

February 2022
- June 2022

J&T Express Philippines | Branch Team Leader

- ✓ Receive Cash on Delivery remittance from delivery rider secure that there is no shortage/overage.
- ✓ Update Daily Attendance Report
- ✓ Update Daily Manual looseleaf and OR monitoring.
- ✓ Manage branch store and process walk in customer for delivery, pick up and inquiries.
- ✓ Manage store supplies and inventories.
- ✓ Ensure proper transmittal of parcels.

February 2021
- October
2021

PH Success Jet Commerce Inc. | Finance Officer

Contact Me



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Brgy. Can-aporong
Abuyog, Leyte

Other Info

Skills

Bookkeeping, Microsoft Word/Excel/PDF, Customer Service, Business Online Banking (BDO), SAP, ACCURATE.

Awards

Consistent Deans Lister from 2015-2019
JFINEX VP for Human Resource Student Leader 2017-2018
Lani Scholar from 2015-2019

Languages

English, Filipino

References

Maki Solijon
Bureau of Internal Revenue
+63 955 268 1098

Schzerdebb Labrador
Haeir Philippines
+63 998 847 7755

Joy Karrel Duzon
Hildevanne Food Corporation
+63 946 370 9456

- ✓Managing issuance of invoice.
- ✓Updating Weekly Sales Report extracted from Shopee and Lazada platform.
- ✓Reconciliation of Lost items.
- ✓Process request of OR from Lazada and shopee.
- ✓Recording sales order using Accurate System.
- ✓Assist Treasury officer in processing fund transfer and cheque issuance for reimbursement and payments to outside clients and update daily bank report.
- ✓Assist Accounts Payable officer in issuing billing statement and processing reimbursement, replenishment,liquidation and payment to suppliers.
- ✓Assist on other general finance task.

June, 2019 -
December,
2020

IGT Technologies Philippines Inc | Travel Consultant

- ✓Handle incoming calls regarding new reservation, change of flight and inquiries regarding flight information, travel requirements, airport process and policies.



Education

2015 - 2019

Rizal Technological University | BSBA -
Financial Management
Brgy. Malamig Boni Ave. Mandaluyong City