
Mary Abegail R. Esquibel

Address : Sto. Niño Village, Zone 1, Baybay City, Leyte

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With 5 years of dedicated experience in Accounting, detail oriented, and excellent record keeper both physical and electronic formats. Proficient in Microsoft Excel, data entry, reconciliation of accounts and highly analytical.

Skills

Proficient in Microsoft Excel, Word and PowerPoint

Accounts Reconciliation

Record Keeping

Full-cycle Accounting

Detail Oriented

Time Management

Data Entry

Work History

2019-09-06 – 2025-02-01

Branch Accounting Clerk

DES Marketing, Inc., Baybay City, Leyte (Appliance and Motorcycle Dealer)

- Journalize day-to-day branch transactions like customers down payment, 1st monthly payment, monthly payment, interbranch payment and online payment using the double-entry bookkeeping;
- Reviewing Daily Cash Position Report and ensure all transactions are recorded accurately;
- Recognizing discrepancies and promptly addressing for resolution, and completed paperwork like branch monthly Accounting Reports, summaries of Accounts Payable and Accounts Receivable;
- Managing the branch Liquidation Statements;
- Prepared variety of different written communications like Explanation Letter, Request Letters for Approval, Post Approval and Reconsideration and follow-up updates;
- Filing employee records, Head Office Memorandum and General Memo and disseminate memos to employees
- Reviewing Attendance Report for Payroll

Education

2015-06 – 2019-07

Bachelor of Science in Accountancy

Saint Joseph College – Maasin City, Southern Leyte, Philippines

Certifications

2025-05-22

Competency Assessment for NC III in Bookkeeping

2019-08-04

Career Service Examination- Pen and Paper Test (Professional Level)
