

# CURRICULUM VITAE

## REDGE ANTONIO MORLA

Villa No. 18 Apartment 2, Baniyas 7, Abu Dhabi, UAE

morla28redge@gmail.com

+97156-582-4958



### PROFILE

An independent, enthusiastic individual, hardworking, and self-motivated professional with strong communication skills, enthusiasm to learn new things. I am always striving to give my 100% to work that I do and to the task that I am assigned. I am accustomed to working in a fast-paced and challenging environment, particularly in dealing with multiple task and priorities at the same time.

### CORE SKILLS

- ❖ MS Office (Word, Excel, PowerPoint)
- ❖ Communication Skills
- ❖ Proficient in English and Filipino, both oral and written
- ❖ Computer Skills-Windows

### WORK EXPERIENCE

#### ACCOUNTING CLERK

**H.E Source Lending Corporation**

**October 6, 2020-February 10, 2021**

#### **Duties and Responsibilities:**

- Responsible in monitoring the daily cash flow
- Updating the BIR Remittance
- Updating the Ledger of the Company
- Monitoring the Cash in Bank and Cash on Hand
- Preparing Salaries for Employees
- Updating the Financial Statement every end of the month
- Maintain company confidentiality discipline, good housekeeping and dress code
- Respect, adhere and follow company rules and policies procedure and comply with work instructions.

## **SENIOR ACCOUNTING STAFF**

**Sun Gate Pawnshop, Inc.**

**April 21, 2021-November 30, 2022**

### **Duties and Responsibilities:**

- Recording of Remittance (16 branches)
- Recording of ECPay Reports
- Preparing Monthly Reports of Auction Sales
- Recording Reports Cashier Shortage/Overage Report
- Recording of Accounting Findings
- Processing of daily petty cash
- To work and cooperate and help other team members for official duties.
- Multi-tasking and substitute in case of the absence of the any other employee in the company.
- To work in good attitude and follow the values, principles and morality.

## **EDUCATIONAL BACKGROUND**

UNIVERSIDAD DE ZAMBOANGA

Bachelor of Science in Accountancy

School Year: 2015-2020

CLARET SCHOOL OF ZAMBOANGA CITY

High School

School Year: 2011-2015

PUTIK CENTRAL SCHOOL

Grade School

School Year: 2005-2011

## **ACHIEVEMENTS AND AWARDS**

- Certificate of Participation  
UNYAP SUMMIT AÑO QUATRO
- Certificate of Participation  
Regional Academic Quiz Showdown
- Certificate of Participation  
Leadership Training and Team Building Workshop
- Certificate of Participation  
NACPAE Regional Forum: Zamboanga
- Certificate of Participation  
UZ-JPIA Convention

- Certificate of Recognition
- Service Award
- Certificate of Recognition

## PERSONAL INFORMATION

Age: 23 years old  
Birthdate: June 28, 1999  
Civil Status: Single  
Address: Villa No. 18 Apartment 2, Baniyas 7, Abu Dhabi, UAE  
Weight : 52 KG  
Height : 5'0"  
Passport No : P0342873C ,Valid until June 1, 2032