

CURRICULUM VITAE

REDGE ANTONIO MORLA

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

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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

SALES ASSOCIATE/CASHIER

GADGET HUB

March 6, 2020-September 15, 2020

Duties and Responsibilities:

- Establish and maintain relationship with customers
- To market and sell our products as what the customer needs
- To familiarize all our products
- Compute the sales at the end of the day
- Responsible in cheque/cash deposits and withdrawal
- Processing of daily Petty Cash
- Answering and transferring calls
- Dealing with queries via phone and email

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