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Modern laundry building
Khalifa St Abudhabi, UAE

QUALITIES AND SKILLS

- Have a strong work ethic, as assertive and creative
- Dominate mathematical abilities and accounting knowledge
- Possess strong analytical and problem-solving skills
- Excellent communication skills
- Professional appearance and attitude
- Time management skills
- Excellent customer service skills
- Handle several tasks at the same time.

COMPUTER-RELATED SKILLS

- Proficient in Microsoft applications such as Word, Excel, and Powerpoint.
- Basic knowledge of SAP accounting software

MEMBERSHIP

National Federation - Junior Philippine Institute of Accountants

INTEREST

Trainings, seminars and team building

LANGUAGES

English | Filipino

RHENAMAE GILAMON

WORK EXPERIENCE

Accounting Assistant -Cove Cafe, Tagum City, Province of Davao del Norte, Philippines

Accounting Clerk - City Government of Tagum Assinged at Philippine Charity Sweepstakes Office

Administrative I - Provincial Government of Davao Del Norte assigned at Philippine Charity Sweepstakes Office

Total Years of Work Experience: 2 years

ACCOMPLISHMENTS

Assisted the Branch Head, such as but not limited to the following:

- Compute & encode the percentage of collections of lottery Express
- Monitor & encode sales performance of lotto & lotto express agents
- Prepare & encode the lotto agent's net due vs collections.
- Compute & encode Collection Efficiency
- Assist in the completeness of documents submitted for voucher preparation
- Monitoring and encoding accounts payable for suppliers.
- Compute & encode Payment Efficiency
- Prepare and encode daily sales remittance of small town lottery (STL)
- Involved in the supervision and management of general accounting activities, analyses, business partnerships, and the maintenance of effective internal controls while ensuring statutory compliance in all accounting initiatives
- Performed other tasks as may be required from time to time.

EDUCATION

Baccalaureate Degree

St. Mary's College of Tagum, Inc.
Tagum City, Davao del Norte, Philippines
Bachelor of Science in Accountancy
Graduated May 2022

Senior High School

St. Mary's College of Tagum Inc.
Tagum City, Davao del Norte, Philippines
Tourism and Hospitality Management
Graduated April 2018

CERTIFICATES

TESDA Certificate -Bookkeeping NCIII
TESDA Certificate- Food and Beverages NCII
TESDA Certificate- Housekeeping NCII