

# CLARA MAY SARZATE

## CERTIFIED BOOKKEEPER

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**OBJECTIVE** To apply for any available position that is commensurate to my qualifications and will help me to utilize and improve my skills.

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**WORK** Micro Financing Company December 2022- March 2024

**EXPERIENCE** San Jose, Nueva Ecija, Philippines

LOAN PROCESSOR/BRANCH CASHIER

DUTIES AND RESPONSIBILITIES:

### FINANCIAL

- Cash counting
- Cash on hand and cash in bank monitoring
- Daily updating of cash position and financial statement
- Petty cash and fund transfer monitoring

### OPERATION

- Greeting and welcoming clients
- Answering questions and queries of clients about their loan
- Calling clients to follow up payment for unpaid loans and update schedule of releases
- Checking and verifying client's requirements
- Processing of loan releases and other disbursements
- Disbursing cash and cheque releases
- Clerical and administrative task (Printing, Scanning, Photocopying)

### PROPERTY AND INVENTORY CUSTODIANSHIP

- Monthly inventory of office supplies and necessities
- Monitoring of equipment subject for repair and replacement

- Ensuring that supplies and equipment are restored properly

#### HR-RELATED FUNCTION

- Balancing payroll
- Updating employees (AFLA) and (ESL)
- Filing and updating employee records and requirements

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#### EDUCATION

Bachelor of Science in Management Accounting  
Isabela State University (Main Campus) Philippines (2018-2022)  
Civil Service Exam (Professional) – PASSER  
Certified Bookkeeper (2022)  
Chartered Financial Management Analyst (2022)

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#### ADDITIONAL

Microsoft Office Package: Microsoft Word, Excel, Power Point

#### SKILLS

Ability to multitask and work under pressure  
Good written and verbal communication skills  
Ability to work independently or as a part of a team

#### PERSONAL DETAILS VISA STATUS

- Visa Status: Tourist (July 2-August 30, 2024)
  - Passport No.: P2667951C
  - Nationality: Filipino
  - Date of Birth: 1<sup>st</sup> May 1999
  - Civil Status: Single
  - Address: Nueva Ecija, Philippines
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I hereby certify that the above information is true and correct to best of my knowledge and belief.

  
CLARA MAY E. SARZARTE

APPLICANT