



# MARIE ASHLEY T. CALLADA

ADMIN / ACCOUNTING ASSISTANT

## CONTACT



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Al Maidan Tower 2, Deira,  
Dubai, UAE

## EDUCATION

2011 - 2015

TECHNOLOGICAL UNIVERSITY  
OF THE PHILIPPINES

- Bachelor of Science in  
Entrepreneurial Management

## AWARDS & ACHIEVEMENTS

- 2021 Outstanding Accounting  
Office Award
- 2023 Outstanding Accounting  
Office Award
- awarded by Association of Gov't  
Accountants of the Philippines  
(AGAP), Inc.

## SKILLS

- Basic Accounting Knowledge
- Bookkeeping
- Problem Solving
- Administrative Skills
- Multitasking Skills
- Attention to Details
- Customer Service
- Teamwork

## PROFILE

Accounting Assistant with 6+ years of experience in tracking and recording financial transaction, updating financial records, and helping to prepare financial statements and documents. Providing support to accounting and financial management staff through various clerical and administrative tasks. Expert at using Microsoft Office Word, Excel and Powerpoint to reduce processing times and save costs.

## WORK EXPERIENCE

### National Police Commission

(Admin - Budget and Accounting Section)

January 03, 2022

November 03, 2024

Admin. Assistant VIII (Accounting Assistant)

- promoted

- Preparation of Quarterly Report of Revenue and Other Receipts
- Preparation of Statement of Allotments, Obligations, Disbursement and Balance
- Preparation of Monthly Report of Disbursement
- Preparation of monthly tax remittance of employees and suppliers
- Checking / reviewing of issuing check and advice to debit account before releasing the fund
- Assisting the Chief Accountant with audits
- Additional task: Client' Satisfaction Measurement

### National Police Commission

(Admin. - Budget and Accounting Section)

August 22, 2019 -

January 02, 2022

Admin. Assistant VI (Accounting Clerk)

- promoted

- Preparation of Bank Reconciliation
- Preparation of Advice to Debit Account Disbursement Journal
- Preparation of Journal Entry Voucher
- Preparation of Cash Journal, and Summary of Collection and Deposit
- Checking / reviewing the documents of salary payroll, allowances, bills payment, reimbursement and etc.
- Updating / encoding subsidiary ledger of advances, and remittances
- Additional task: Complaint Handling and Resolution

## SEMINARS/ TRAININGS

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- **Client' Satisfaction Measurement Seminar**
  - Quezon City, Philippines
- **Webinar on Preventive Maintenance of Building and BP 344** - Region 12 Phils.
- **Orientation on Government Procurement Reform Act**
  - Region 12 Phils.
- **Orientation of Technical Officers of Client's Complaints Handling** - Quezon City, Phils.
- **Managing Stress and Anxiety during the new normal**
  - Makati City, Phils.
- **Basic Government Accounting and Budgeting** - Region 1 Phils.
- **Customer Service Enhancement**
  - Makati City, Phils.
- **Enterprise Risk Management**
  - Manila City, Phils.
- **Business Continuity Management Awareness**
  - Manila City, Phils.
- **Anti-Money Laundering Act Awareness Seminar**
  - Manila City, Phils.

## LANGUAGE

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- English
- Filipino

### **National Police Commission (Admin. - Budget and Accounting Section)**

October 15, 2018 -  
August 21, 2019

#### **Admin. Aide IV**

- Preparation of monthly remittance of employees
- Updating / encoding subsidiary ledger of employees
- Inventory of office supplies
- Incoming and outgoing documents
- Answering phone calls
- Perform as secretary of our Chief Section, providing administrative support

### **LServ Corporation (Land Bank of the Philippines)**

March 01, 2017 -  
October 12, 2018

#### **Bookkeeper**

- Processing the enrollment of electronic Tax Payment System (eTPS) from all branches
- Monitoring and consolidating eTPS transactions daily

### **LServ Corporation (Land Bank of the Philippines)**

August 15, 2016 -  
February 28, 2017

#### **Data Encoder**

- Doing trial and error in the Mobile Banking App (MBA) transactions
- Identifying an issue in MBA
- Reporting the seen problem to the IT department to resolve

### **LServ Corporation (Land Bank of the Philippines)**

April 06, 2016 -  
August 14, 2016

#### **Data Controller**

- Data cleaning and organizing from all branches

### **McDonald's**

December 15, 2013 -  
November 29, 2015

#### **Service Crew**

- Cashier
- Food Preparation
- Customer Service
- Greet Customers
- Maintain quality control procedures

## REFERENCES

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### **Wilma Mendoza**

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### **Abigail Seraspi**

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