



CAMILLE JOYCE DELA CRUZ

ACCOUNTANT

CONTACT

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0581686088

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SKILLS

- Critical Thinking
- Organize
- Proficiency in SAP, XERO
- Proficiency in MS Office
- Time Management
- Persistent, hardworking and eagerness to learn new things
- Team work
- Can work with less supervision and under pressure
- Attention to details

CAREER OBJECTIVES

To be part of an organization where I can maximize my strengths and enhance my knowledge & skill gained through years of experience and to build a long term career with opportunities for professional and personal growth.

WORK EXPERIENCE

Electronic Transfer and advance Processing Inc – Accountant

June 2024- January 2025

- Daily reconciliation of Gcash Transaction vs ETAP portal transactions.
- Provided concrete and accurate discrepancy report in weekly basis.
- Monitoring of daily movement of transactions (Gcash, portal and wallet)
- Maintaining accounts receivable files and records.
- Processed, verified, and posted receipts for goods sold or services rendered.
- Reconciled processed work by verifying entries and comparing system reports to balances.
- Kept track of all payments and expenditures, including purchase orders, invoices, statements, etc.
- Worked with the collections department to review accounts, client payments, credit history, and develop new or better repayment terms.
- Prepared tax returns and ensure timely filing
- Assisted with internal and external audits
- Prepared analyses of accounts and producing daily/weekly/monthly reports.
- Performed other duties as required or assigned.

Alorica – Customer Service Representative

April 2019- July 2019

- Assisted customers with product or service questions and concerns
- Resolved issues by identifying the problem and offering solutions in a timely and professional manner.
- Processed orders, returns, and exchanges when necessary.
- Maintained customer records and updating account information.
- Provided accurate information about products, services, policies, and promotions.
- Escalated complex issues to higher-level support when required.

EDUCATIONAL BACKGROUND

Saint Louis College
Bachelor of Science in Accountancy
August 2020 – July 2024

PERSONAL DETAILS

Date of Birth: 30 July 2000
Nationality: Filipino
Language: English/Tagalog

CHARACTER REFERENCES

JOANNA MAE MARIANO
Senior Accountant
ETAP Inc.
+639060241986

RUBEN TACORDA
Team Manager
Alorica
+639676521395

Carl F. Martos Accounting and Auditing Firm- Accounting Intern
October 2023-December 2023

- Assist in the preparation and processing of financial transactions, including accounts payable and receivable.
- Help with reconciling financial statements, reports, and accounts.
- Support the preparation of tax returns and other compliance-related documentation.
- Participate in the preparation of monthly and quarterly financial reports.
- Assist with bookkeeping tasks such as data entry, journal entries, and general ledger maintenance.
- Help maintain accurate and up-to-date financial records and files.
- Assist in the preparation and processing of financial transactions, including accounts payable and receivable.
- Help with reconciling financial statements, reports, and accounts.
- Support the preparation of tax returns and other compliance-related documentation.
- Participate in the preparation of monthly and quarterly financial reports.
- Assist with bookkeeping tasks such as data entry, journal entries, and general ledger maintenance.
- Help maintain accurate and up-to-date financial records and files.

Department Trade and Industry- Accounting Intern
August 2023-October 2023

- Assist with processing financial transactions, including accounts payable and receivable.
- Support in reconciling financial statements, bank accounts, and other records.
- Help in preparing financial reports and maintaining accurate accounting records.
- Assist in tracking and managing DTI's budgets and expenditures.
- Support in the preparation of tax filings and other government compliance documentation.
- Help maintain the department's financial filing system and organize financial documents.
- Assist with audits by providing necessary documentation and support.
- Participate in daily accounting operations and contribute to team projects as needed.

Provincial Government of Ilocos Norte- SPES/Assistant/ Office Clerk

April 2016 – May 2018

- Assist in clerical tasks such as filing, encoding, and documentation.
- Provide support in organizing events or meetings.
- Assist in basic administrative functions, such as answering phone calls or scheduling appointments.
- Help with research, data collection, or other simple office tasks.
- Perform basic customer service duties, if applicable (e.g., assisting clients or visitors).

