



# URIKA FAYE MERCADO

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## OBJECTIVE

Experienced finance and accounting professional with a strong background in banking operations, cash handling, and financial transaction management. Proficient at ensuring compliance with financial regulations and providing excellent customer service. Seeking an opportunity to contribute my expertise in both frontline banking and financial management to support organizational growth and success.

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## EDUCATION

**Bachelor of Science in Accounting Information System** **2020 – 2024**  
PHINMA Araullo University

**Senior High School Diploma** **2018 – 2020**  
PHINMA Araullo University  
Academic Track: Accountancy and Business Management (ABM)  
With Honors

**High School Diploma** **2014 – 2018**  
Center for Positive Futures  
With High Honors

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## WORK EXPERIENCE

**Accounting/Finance Officer** **April 2024 – May 2025**  
*LOLC Finance Philippines Inc.*

- Branch teller
- Handled customer transactions, including deposits and account inquiries.
- Maintained high level of customer service by addressing payment concerns efficiently.
- Managed receipting of payments, deposits, and loan repayments to maintain Up-to-date financial records.
- Balanced cash drawers and ensured accurate end-of-day settlements.
- Maintained and replenished petty cash funds, keeping accurate records of usage.

- Doing the branch wise daily portfolio growth and identifying potential clients.
- Processed pull out collateral requests.
- Processed loan disbursements, ensuring accuracy and compliance with lending policies.
- Processed and monitored cash advance liquidation, ensuring proper documentation and approval.
- Posted and arranged check returns.
- Processed cheque holding and pull out requests, ensuring proper compliance with banking and company policies.
- Handled loading of reimbursements, cash advances, request for payments, incentive, and other financial transactions using various online banking platforms.
- Communicated effectively in English with individuals from diverse cultural backgrounds, ensuring smooth financial transactions and resolving inquiries professionally.
- Utilized Microsoft Excel and Google sheet for financial analysis and generating reports using formula, charts, and pivot tables.
- Created and edited financial documents reports using Microsoft Office (Word and PPT).
- Assisted in company's bank reconciliation, ensuring accurate matching of internal records with bank statements to identify and resolve discrepancies.
- Prepared and issued Statements of Account to clients, maintaining up-to-date and accurate records of receivables.
- Generated and distributed Certificates of Full Payment upon client settlement.

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## **SKILLS AND EXPERTISE**

- Skilled in using Microsoft Office (Excel, Word, PPT, Outlook, Teams)
- Cash Handling
- Record Keeping
- Technical Proficiency
- Date Entry and Processing
- Multitasker
- Time Management
- Strong Communication Skills
- Attention to detail
- Working under pressure

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## **CERTIFICATIONS**

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|---------------------------------------|------|
| • Tesda NCIII - Bookkeeping Competent | 2023 |
| • Xero Advisor Certified              | 2023 |

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## **LANGUAGE**

- English