

5/9/19

nyuno applied
CR - any
night shifts

ON

^{MI}
JUBILYN OLOVERIO - LIBORES 29 yo 1 dep (8yo)
Cangmuya, Palompon, Leyte, Philippines 6538
(+63) 927 758 3254
jubilynlibores28@gmail.com

34
94



gorordo av. taking w/ sister (working qualpon)

4th child Results-oriented, excellent interpersonal skills and with 5+ years experience in General Accounting.

* confident to handle the new career
* willing to be trained

PROFESSIONAL EXPERIENCE:

JUN 2018 – MAR 2019

8 months

RFL - low compensation
11k all in

ACCOUNTS PAYABLE / RECEIVABLE CLERK
FRAMEWORKX INC.

Cabancalan, Mandaue City, Cebu

- Prepares Monthly Sales and Purchases Report.
- Prepares voucher for payroll and other payables.
- Maintains financial historical records.
- Prepares Billing for every project.
- Project and Collection Monitoring.
- Make Collection Report.
- Process payments for all utility bills.
- Input Receiving Report for P.O. to Quick books.
- Perform other related task assigned by Supervisor / Head.

CF - I.S

FS - 18k bs
20k all in

DA - anytime

follow
compe
stand

AUG 2015 – JAN 2018

2 years & 4 months

RFL - took went to
australia (4 months)
(tour)

15k all in

ADMINISTRATIVE STAFF

BRODETH CONSUMER VENTURES, INC.

Ormoc City, Leyte

- In-charge for processing Employee's Mandatory Benefits and Contributions.
- Accounting Assistant.
- Purchasing Assistant.
- Accounts Payable/Receivable In-charge.
- Supervised the sales team.
- Input receiving report, set up new products to the system, pricing.
- Merchandising.
- Cashiering.

BPD ?

explore industry

JAN 2011 – MAY 2013

2 years & 5 months

RFL - take care of son

8k per month

9-10k all in

ACCOUNTING CLERK / BOOKKEEPER / HR

DU EK SAM INC. 10 employees

Isabel, Leyte

- Maintained process documentation for financial department operations.
- Prepare Monthly Financial Reports.
- Prepare Workdays and Salaries of Employees.
- Reconciled and Evaluate expenses.

IMBY

• salary

• sign on bonus

- Petty Cash Custodian.
- Office Supplies Controller.
- Monitored Accounts payable and receivable.
- Reviewed GL entries for accuracy and to determine completeness.
- Update customer's accounts and personal information.
- Process Permits of the Branch.

EDUCATIONAL BACKGROUND:

MARCH 2010 *graduated* **BACHELOR OF SCIENCE IN COMMERCE**, *- no other option*
Major in Entrepreneurial Management ✓
 Northern Leyte College ✓
 Palompon, Leyte

PERSONAL STRENGTHS:

- ✓ Fast-learning traits
- ✓ Detailed and Organized
- ✓ Ability to work under pressure
- ✓ Can work with minimal supervision

TECHNICAL SKILLS:

- ✓ Quick books
- ✓ IPOS
- ✓ Knowledge in Microsoft Office and Excel
- ✓ Computer Proficient

TRAININGS / SEMINARS:

SSS IN-DEPTH INFORMATION SEMINAR

November 22-24, 2016
 Ormoc City, Leyte

CHARACTER REFERENCES:

ROSELYN M. DE JESUS

FrameworkX Inc.
 HR / Payroll
 (+63) 975 133 3246
 (+63) 917 328 0042

CECILIA R. AMORIN

Brodeth Consumer Ventures, Inc
 Company Accountant
 (+63) 977 825 4652