

DESIREE S. TUGAHAN

336 -J Basak San Nicolas Cebu City

0923-9567237

dsiacor@yahoo.com



OBJECTIVES:

To be one of the working profit of the Company.

WORKING EXPERIENCE:

Admin/Bookkeeper

Los Primos Tabacos, Inc
No. 1 Paseo Saturnino Banilad

- : Responsible for renewal business permit & other taxes for govt.
- : Prepare all checks issuances
- : Responsible for inventory & delivery of stocks

Accounts Payable

Bibendum Wines Philippines Corp.
Unit 705 Keppel Bdg.
Cebu Business Park
January 2013 – May 2013

- : Prepare checks for all expenses
- : Prepare payroll
- : Responsible for cash sales deposit
- : Pettycash custodian and in charge for office supplies
- : Responsible BIR payments & receiving reports to BIR office

Internal Audit Staff

Ever Consumer Sales Inc.
Don Andres Soriano Ave.,
Looc, Mandaue City
October 2010– January 11, 2013
Tel#420-2738 loc 108

- : Responsible for Van Spot Audit for Salesman
- : Responsible to Audit Cashier
- : Responsible for Monthly Warehouse Inventory

Cashier/Accounts Payable & Receivable: Receive payments & prepare Daily Collection Summary

Lease Finance & Credit Corporation
Jones Avenue Cebu City

April 2006-April 2008

2 yrs 6k-7k

for 2 yrs of handling money she felt there's

a need for her to step up to manager

didn't offer other position since as per her manager if at peace if she's the one handling cash

Internet Café Attendant

(Working Student)

GG Café (University of the Visayas)

Colon Street Cebu City

December 2001-April 2006

Tel#254-0995

- : Monitor delinquent customers
- : Prepare all check voucher transactions for expenses
- : Responsible for Accounts Receivable
- : Pettycash custodian

- : Assist customers
 - : Researcher & Encoder
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