

DIANNE C. MENDOZA

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San Pedro, Laguna, 4023

Age: 23 years old



OBJECTIVE

To be able to work in a career oriented and challenging environment that promotes personal growth, and uplifts professional developments.

WORK EXPERIENCE Accounting Associate/Cashier Full Time

South Mansfield College

June 2019 – June 2020

- To be assigned as a finance cashier and be responsible for rendering services to ensure satisfaction of the parents and suppliers.
- To report to the immediate head and other school officers for all the concerns met in the job.
- To be responsible for adjunct functions such as coordinatorship of school activities, monthly distribution of the parents Statement of Accounts, distribution of petty cash fund for the teachers, distribution of exam permits for the students.
- To submit daily, weekly, monthly finance report, and to update the accounts receivable.
- To be responsible on keeping the 201 files of the students consisting of payments, assessment forms, enrollment forms and statement of accounts.
- To be responsible on emailing, or calling the suppliers, if their check for payments is already available.
- To be responsible to all bank transaction like daily cash and check deposit, bounce checks, monthly bank statement, and concerns regarding to POS terminal.

Cashier/Store Secretary

Royal Star Marketing Appliances, Inc.

January 2019 – May 2019

- To be assigned as a store secretary and cashier and be responsible for rendering services to ensure satisfaction of the customers.
- To report to the immediate store manager for all the concerns met in the job.
- To deposit all the cash and checks daily and submit daily sales report to the accounting associate that handling the store.
- To be responsible of all the reports and documents of the store.

Auditor/Inventory Counter Part time

Pricewaterhouse Coopers

September 2017 – December 2018

- To be assigned as inventory counter of all raw materials up to full goods
- To help the auditor team leader to summarize all the data that has been counted.
- To ensure that the data is all true.

EDUCATION

- **Tertiary:** San Pedro of College of Business Administration
Bachelor of Science in Accountancy
SY 2014-2019
- **Secondary:** Tagkawayan High School
Second Honorable Mention
Best in Computer
Disclaimer of the Year
- **Primary:** Tagkawayan Central Elementary School
With honor

SEMINAR AND TRAINING

- Certificate of Participation in the Regional Planning, Integration and Training Program: Army of One of the National Federation of Junior Institute of Accountants – Region IV Council, August 2017.
- Certificate of Participation in Asset 2018: Expanding Your Career Opportunities – Government Accounting System, February 2018.
- Certificate of Participation in Asset 2018: Expanding Your Career Opportunities – Building A Better Commerce Workplace, February 2018.
- Certificate of Participation in Asset 2018: Expanding Your Career Opportunities – Public Accounting: Depth and Analysis, February 2018.
- Certificate of Participation in Asset 2018: Expanding Your Career Opportunities – Bringing Next Generation Accountants, February 2018.

