



MARJORIE L. MADRID

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Cebu 6000

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OBJECTIVE: *To seek for a job or career where I can utilize my knowledge based on education, experience and skills.*

WORK EXPERIENCE:

Name of Company: AXA Philippines
Address: 2F Metrobank Building, Cebu Business Park, Cebu City

Position Financial Advisor

From – To: January 16, 2019 to present

Primary Function: *Provides financial planning, insurance, and investment services to clients. Guiding clients through personal financial analysis, including goal setting. Assisting clients with estate management, tax returns, budgets, or other financial tasks.*

Name of Company: Ace Promotion & Marketing Corporation
Address: Door 9-10, 3F North Atrium Bldg. Highway, Mandaue City, Cebu 6014

Position Accounting Staff

From – To: November 11, 2014 – November 15, 2018

Primary Function: *Act as the liaison between the division and accounting department on all accounting matters such as billings and collection of accounts, cash advances, liquidation, reimbursements, payroll, SSS remittances, and etc.*

Duties and Responsibilities:

Administrative Responsibilities

- Safekeeping of confidential files.*
- Ensures that cash advances of the employees must be liquidated on time.*
- Ensures that inquiry of the employees re: SSS remittance & payroll problems must be addressed immediately.*
- Ensures regular communications with head office.*
- Ensures that can submit on time payroll to head office and billing to all distributors.*
- Ensures to collect payment to billed accounts.*
- Decide budget on area & audit on all liquidations by employees.*
- Records all accounting documents from Head office.*
- Ensures proper checking of timesheets & expenses before submitting it to head office.*
- Records and logs all accounting documents coming from head office such as payroll (computation and deductions), transportation expenses with supporting tickets & references, out-base allowances, merchandising supplies/office supplies & remittance expenses.*
- Strictly comply or adhere to the budget given by the area to avoid budget exceeded.*
- Responsible for shortages of the funds transfer from head office.*

Operational Responsibilities

Directing Operations

Ensures that the required budget for manpower and logistics support for the implementation of operations are provided.

Monitors and ensure that the budget given to that activity is within the budget.

Ensures proper division of funds in order to implement all projects.

Perform regular system and financial audit on all expenses liquidated by employees to avoid over charging.

Monitors all activities to ensure that the money given is utilized & used properly to the project.

EDUCATIONAL BACKGROUND:

Primary: *South City Central School, Toledo City (2000 – 2006)*

Secondary: *Luray 11, National High School, Toledo City (2006 – 2010)*

Tertiary: *University of San Jose-Recoletos, Cebu City (2010-2014)*
 Bachelor of Science in Business Administration, Major in Finance

PERSONAL DATA:

Age: *28 years old*

Date of Birth: *September 27, 1992*

Place of Birth: *Toledo City*

Height: *5'0"*

Weight: *55kgs*

Religion: *Roman Catholic*

Civil Status: *Single*

Citizenship: *Filipino*

Sex: *Female*

Hobbies: *Cooking*

Father's Name: *Manuel P. Madrid*

Occupation: *Brgy. Captain & businessman (Cambang-ug, Toledo City)*

Mother's Name: *Crescencia L. Madrid*

Occupation: *Businesswoman*

Language/Dialect: *English, Tagalog , Cebuano*

CHARACTER REFERENCES:

Mr. Pierre Albert V. Co
Operational Manager, Ace Promotion & Marketing Corporation
Unit Head , AXA Philippines
+63 917 857 3745

Ms. Geneviev A. Entera
Supervisor, Ace Promotion & Marketing Corporation
+63 927 378 2730

Ms. Mary Anthonette K. Basas
Manager, Land Transportation Franchising & Regulatory Board (LTFRB)
+63 909 235 2767

I hereby certify that all information stated above is true & correct to the best of my knowledge & belief.

Marjorie L. Madrid
Applicant