

# NICKOLE DORATHY M. DIMAANDAL

---

Phone: +63905 – 787 – 7413

Email: [nickoledimaandal@gmail.com](mailto:nickoledimaandal@gmail.com)

Address: Silauan Sur, Echague, Isabela, Philippines

Present Address: Makati City, Metro Manila, Philippines

Birthday: April 21, 1998

---



## CAREER OBJECTIVE

Seeking a challenging career with a progressive organization that provides an opportunity to apply my thoughts and learnings in the field of accounting and to gain more experience relevant on this profession.

---

## TECHNICAL SKILLS

- Microsoft Office (MS Word, Excel, Outlook and Powerpoint)
  - Accounting Softwares
- 

## PERSONAL SKILLS

- Time management skills
  - Highly organized and efficient
  - Committed on work
  - Resilient and Time-bound
- 

## EDUCATION

### **Bachelor of Science in Business Administration Major in Management Accounting (2014 – 2018)**

Isabela State University – Main Campus

Echague, Isabela

### **School of St. Joseph the Worker (2009 – 2014)**

Cabugao, Echague, Isabela

### **Echague West Central School (2003 – 2009)**

Cabugao, Echague, Isabela

---

## PROFESSIONAL EXPERIENCE

### **Accounting Assistant – Invoicing**

Kolin Philippines Int'l, Inc (Manufacturing)

Makati City, Metro Manila (June 2019 – Present )

- *Validates Daily Sales order and Purchase order*
- *Verifying trade discounts, Sales Code, Shipping Address and Payment terms*
- *Processing of Sales Invoice*
- *Monitoring nationwide deliveries*
- *Consolidates monthly pending delivery receipts and Sales Invoice.*
- *Coordinating Sales Agents for delivery transactions*
- *Filling of Documents*

### **Billing and Accounting staff – Global Quest Consulting Group, Inc.**

East Lane Corporation (Medical Equipment/Supplies Distributor)

San Juan City, Metro Manila (August 2018 - January, 2019)

- *Manages/monitors sales invoice and delivery receipts*
  - *Follow up collections and update payment thru daily collection reports*
  - *Banking transactions*
  - *Aging of Accounts*
  - *Prepares statement of account/collection schedules*
  - *Resolve some payments with discrepancies*
  - *Data entries and sends corporate emails*
-

---

**TRAININGS/SEMINARS ATTENDED**

**PERSONALITY DEVELOPMENT SEMINAR**

ISU Amphitheater, Isabela State University  
Echague, Isabela  
March 6, 2015

**GOVERNMENT ACCOUNTING AND BUDGETING  
AND ACCOUNTING UPDATES**

De Venecia Hall, ISU-Echague campus  
Echague, Isabela  
March 26, 2018

**BUSINESS TAXATION AND TRAIN LAW  
AND BUSINESS ETHICS AND TRANSFORMATIONAL LEADERSHIP**

De Venecia Hall, ISU-Echague campus  
Echague, Isabela  
March 27, 2018

---

**PERSONAL INFORMATION**

Age : 23  
Place of Birth : Echague, Isabela  
Gender : Female  
Civil Status : Single  
Citizenship : Filipino  
Religion : Roman Catholic  
Dialect : Tagalog, English  
Height : 162.5 cm  
Weight : 48.7 Kg

---

I hereby confirm that all information stated above are relevant and accurate according to the best of my knowledge and beliefs.



**NICKOLE DORATHY M. DIMAANDAL**  
Applicant