

MARLENE O. PAGATPAT

Nasipit, Barangay Talamban,
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**OBJECTIVE**

Motivated, highly-dedicated, and competent individual seeking an intermediate position in the field of Accounting and Finance to showcase my skills and expertise in accomplishing tasks within deadline. Willing to relocate.

SKILLS

- Sound knowledge of generally accepted accounting principles (GAAP), basic accounting duties, bookkeeping and financial reporting
- Proficient in using MS office, Spreadsheet, database and maintaining records
- Strong attention to detail with ability to prioritize and accomplish tasks within deadline
- Adaptive and flexible to new situations and environments for professional success

EDUCATION

Bachelor of Science in Accountancy Jun 2013 – Apr 2017
ABE Int'l College of Business and Accountancy
Tacloban City

WORK EXPERIENCE

Internship Oct 2016 – Apr 2017
Machica Tan-Cruz & Company - Downtown, Tacloban City, Leyte

- Participate in the month-end and year-end close process, including creation of journal entries and balance sheet reconciliation
- Assist with audit and tax compliance deliverables
- Maintain compliance with GAAP and internal policies and procedures
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.

Accounting Staff/Accounts Payable Officer/ Sales Auditor/ Inventory Auditor
Mc Wilson Corporation - Quezon Ave. Quezon City, Metro Manila May 2018 – Apr 2019

- Process accounts payable batches for payment
- Verifies suppliers' accounts by reconciling monthly statements and related transactions.
- Physical counting of items and matching the physical count to the computer inventory
- Participate in special projects as needed

Accountant Head/
Ashben Ventures Incorporated – Kasambagan Cebu City, Cebu August 2019 - Present

- Process accounts payable batches for payment
- Monitor collection and receivables from clients & buyers
- Respond to client and suppliers' inquiries via email or phone
- Handling sensitive or confidential information with honesty and integrity.
- Responsible for forecasting, cost monitoring and standard costing analysis
- Construction Payroll Accounting, Cost Accounting, Tax Remittance
- Petty Cash Handling
- Taking on additional tasks or projects to learn more about accounting and office operations such as paralegal and human resource activities.

CONVENTION AND SEMINARS ATTENDED

- NFJPIA-EVC 19TH Regional Mid-Year Convention Christ the King College, Calbayog City
- Board of Accountancy Updates Seminar Christ the King College, Calbayog City
- Financial Empowerment Session Bangko Sentral ng Pilipinas Tacloban Branch, Tacloban City
- Campus Integrity Crusaders' (CIC) Accreditation Orientation St. Paul School of Professional Studies, Palo Leyte

REFERENCE

Ms. Jenelyn V. Garcia, CPA ABE- ICBA Tacloban School Dean 09174451971	Karen Michelle Seetiong Mc Wilson Corporation Accounting Supervisor michelleseetiong.mwc@gmail.com	Atty. Missela C. Sususco, CPA, JD Ashben Ventures Incorporated COO 09532771633
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I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Marlene O. Pagatpat
Applicant