

# CHERRY MAY K. ADORIO

## CONTACT

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☎ (680) 770-7702  
📍 Pedro Adorio St. Centro A, Calama  
gui 1st City of Ilagan, Isabela Philip  
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## SKILLS

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Team player - willing to do other tasks to help meet goals and deadlines  
Multi-task  
Works under pressure  
Quick Learner- learns quickly even with minimal supervision  
Computer Skills- MS office, basic computer troubleshooting, Peachtree Accounting System  
Time Management- able to finish tasks assigned to within specified timeline with accuracy and efficiency  
Written Communication- has good oral and written communication

## REFERENCE

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**Esmeralda Nares - "Ivan Rudimch and Company"**  
Accountant  
(680) 778-2201  
**Marisa K. Tongdo - "Department of Social Welfare and Development (DSWD)"**  
Provincial link (SWO 4)  
(+639)9176740141

## LANGUAGES

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English  
Filipino

## OBJECTIVE

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A dedicated and experienced accounting professional seeking an opportunity that offers career growth and advancement while contributing to company's success. To seek and maintain a full-time position where I can contribute my skills as well as gain new knowledge and experiences.

## EXPERIENCE

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12/29/18 -  
Present

### **Ivan Rudimch & Co.**

Accounting Staff  
Regularly monitored accounts receivables  
Generates monthly aged receivables and statement of accounts  
Updated payments and collections  
Prepares and submits bi-weekly reports for account collection  
Monitors credit limit for customers

January  
2018 - 12-  
15-2018

### **Department of Social Welfare and Development**

Administrative Assistant III - (Municipal Roving Bookkeeper)  
Municipal Roving Bookkeeper under Pantawid Pamilyang Pilipino Program (4Ps)  
Handled beneficiaries' information related to 4Ps in for 4 municipalities in Isabela- Gamu, Echague, Quirino, and Cabatuan  
Verified accurate recordkeeping, reducing financial inconsistencies

## EDUCATION

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2012-2015

### **Saint Ferdinand College**

Bachelor of Science in Accountancy

2010-2012

### **Cagayan State University- Andrews Campus**

Bachelor of Science in Accountancy

## ACCOMPLISHMENTS

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Achieved on time reports by completing tasks on a day-to-day basis with accuracy and efficiency

Achieved more reliable accounting records through effectively helping in monitoring of daily invoices and transactions

Documented and resolved record discrepancies which led to more accurate accounting ledgers

Used microsoft excel to develop inventory tracking spreadsheets