



**RIZALYN M. VILLANUEVA I**

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**OBJECTIVE**

A competent individual who is looking for a career that offers opportunities, to enhance and nurture my knowledge, skills and to obtain learning's while working and to be part of the company's success; a person who has dedication, motivation and perseverance in handling documents and organizing information about marketing; trustworthy, detail oriented, reliable, meticulous, goal-oriented and multitasking kind of person; possessing experience as a team leader in different groups, and able to maintain good work under high pressure.

**QUALIFICATIONS**

- Ability to work with less supervision.
- Familiarity with bookkeeping and basic accounting procedures.
- Familiarity of files for Loans Renewal.
- Performs Cashiering.
- Competency in MS Office, databases and accounting software.
- Excellent Communication Skills

**EDUCATIONALBACKGROUNDS**

- **Tertiary :** PHINMA- University Of Iloilo  
Bachelor of Science in Accounting Technology  
(2015-2019)
- **Secondary :** Northern Iloilo Polytechnic State College ,Laboratory High School  
Batad Campus  
(2011-2015)
- **Primary :** Batad Adventist Elementary School  
(2005-2011)

## **PERSONAL DATA**

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Date of Birth: April 27, 1998  
Age: 23 years old  
Gender: Female  
Religion: Seventh Day Adventist  
Height: 162.56 cm  
Weight: 55 kg  
Civil Status: Single  
Citizenship: Filipino

## **WORK EXPERIENCE**

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### **On-The-Job Training**

**TE Accounting Firm**  
April 2016- May 2017

#### **NATURE OF WORK:**

- Filing forms 1702, 1601C and other BIR forms.
- Process documents like Business Permit, Occupancy permit, sanitary permit and other Businesses permits.
- Arrange files and other organizational copies.
- In charge for encoding documents.
- Task to collect payment to the clients.

**BENLIFE Insurance Company**  
November 2018- February 2019

#### **NATURE OF WORK:**

- In charged for encoding clients documents
- Arrange and segregate files for Clients and Company's copy
- Encoding records of company's
- Scanning Checks /Slips and other documents

## **Employment:**

### **Great Harvest Commodities Ph., Inc.**

June 2019- Present

Accounting Staff

#### **NATURE OF WORK:**

- Keep the financial records of the company updated every time and preparing reports and perform bank reconciliation.
- Responsibility to Bill Tenants, and Clients their MonthlySOA for Rentals, Water and Electricity consumptions.
- Update Tenants and Clients Accounts and follow up payments.
- Cashiering to manage all transactions with customers accurately and efficiently.
- Receive payments and issuing receipts, and keeping track of all cash and credit transactions.

#### **SEMINARS/WORKSHOPS ATTENDED**

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##### **Feasibility Study Seminar**

Mini Theater

PHINMA-UI

2018-2019

Red Cross

First Aid Training

2020

#### **CHARACTER REFERENCES**

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##### **Rolyn Vergara**

Junior Accounting Clerk

Iloilo Coastal View Realty & Dev. Corp

09060649171

##### **Beryll Joy Masicampo**

Liaison Officer

Great World Commodities Ph, Inc.

09381250733