



Noemi S. Bibar

Purok Talabis Ibabang Iyam Lucena City

0918-475-8866

bibarnoime@gmail.com

To be part of a dynamic firm and attain a position that will provide me a place to use and impact my knowledge and skills in pursuit of the company's goal and objectives and to further develop, learn and widen my horizon in the career I have chosen.

Educational Background

STI College Academic Center

Lucena City

Bachelor of Science in Business
Management

Major in Operation
2017- 2018

Quezon National High School

2012- 2013

TECHNICAL SKILLS

- Knowledge in Sales/Marketing
- Knowledge in Accounts Payable and Account Receivable
- Knowledge in processing VAT
- Knows how to use Microsoft Office tools such as Word, Excel, Power point etc.

PERSONAL SKILLS

- Highly adaptable, positive, service oriented, patient risk taker who is open to new ideas.
- Exceptional listener and communicator who effectively conveys information verbally and writing.
- Willing to learn/Train

ACHIEVEMENT

NCIII Bookkeeping

Work Experience

Accounting Assistant

St. Jude Multi-Purpose Cooperative (CHEC)

Lucena City

June 2018 - Present

- Process Vouchers for the payment of Suppliers, bills and etc.
- Process loans.
- Handle Check preparation and release.
- Prepare Journal Entries.
- Process and Monitor Cash advances and liquidation.
- Prepare Workers Payroll
- Process and Compute Overtime rendered by the Employee's
- Prepare and Update the BIR Books like Cash Disbursement, General Ledger, and Cash receipt
- Perform Teller Cash Count of per day Collection, Revolving fund, and Petty Cash
- Maintain Updated the Depreciation Expense
- Process Month-end Entries (closing for the Month) and Year-end.
- Update Schedule of expense per Month
- Monitor and Update the Bank Reconciliation
- Checking the Replenishment of the Teller before Processing.
- Handling phone calls and Emails for the client's concerns.

TRAINING AND SEMINAR PROGRAMS

- "Accounting System and Procedure "at St. Jude Coop Hotel and Event Center was held last February 11, 2021. "
- "Overview of Coop/ personnel Guidelines/ Customer Service" at St. Jude Multi-Purpose Cooperative, Brgy Cotta Lucena City on July 30, 2018.

REFERENCES

- **Robin Celis Electrical**
Engineer Radyo ng Bayan
0908-932-9304
- **Engineer Arman Villoria**
Maintenance Supervisor
SJMPC- CHEC
0921-805-4201

NOEMI S. BIBAR

Applicant Signature

I hereby certify that the above information is true and correct to the best of my knowledge I and skills.