JASMIN VISPO

Zaragoza, Nueva Ecija 3110
Mobile No. +63935 435 3273
jasmintagacayvispo@gmail.com

EXPERIENCES

Metrocity Credit Incorporation
Del Pilar Zaragoza, Nueva Ecija 3110
June 24, 2019 – Present

- **Bookkeeper**
  - Recording a company's financial accounts and records such as Accounts Receivables and Accounts Payable
  - Checking accounting records for accuracy, tracking invoices and payments and maintaining a system for organizing company documents.
  - Performed financial calculations such as amounts due, interest charges, balances and discounts.
  - Updating Client Accounts and monitoring of collection and receivables.
  - Calculations of Payroll, SSS, Philhealth and Pag-ibig.
  - Accounting booking in General Ledger for BIR.
  - Maintain an accurate record of financial transactions.
  - Update and maintain the general ledger.
  - Preparing Bank Reconciliaon.

Department of Agrarian Reform
Nueva Ecija Provincial Agrarian Reform Office
June - July 2018

- **On-The-Job Training/ Accounting Intern**
  - Posting Entries in Ledger
  - Scanning and Checking Credit Checks
  - Preparing Bank Reconciliation
  - Sorting Pay Slip of Personnel
  - Performing other duties assigned
  - Handling incoming calls and route callers to appropriate destinations and taking messages as required
  - Ensure confidentiality of information and records of the company.

SKILLS

- Proficient in MS Office applications such as Word, Excel, and, PowerPoint
- 3 Years Experience in Bookkeeping

EDUCATIONAL BACKGROUND

TERTIARY LEVEL

Bachelor of Science in Accountancy
Dr. Gloria D. Lacson Foundation Colleges, Inc.
2019 – 2020

Bachelor of Science in Accounting Technology
Wesleyan University-Philippines
2015 - 2019

SECONDARY LEVEL

Zaragoza National High School
2011 - 2015
Top 6 – Special Mention

PRIMARY LEVEL

Zaragoza Central School
2005 – 2011

CREDENTIALS

Member of the Institute of Certified Bookkeepers
2019 - Present

ORGANIZATION

National Institute of Accounting Technicians
2019 - Present

TRAININGS

SAP in IT Concepts and Systems Analysis and Design
Wesleyan University-Philippines
October 2017

Sap Basic Under Business Software Applications
Wesleyan University-Philippines
October 2016

SEMINARS ATTENDED

"Financial Statement Audit of Small Entities"
Philippine Institute of Certified Public Accountants
April 24, 2021

"Writing Project: Feasibility Study"
Wesleyan University-Philippines
February 8, 2019

"Tax Reform Law: Will you take the TRAIN ride?"
SM Cabanatuan City
February 16, 2018

"Global Certification Awareness"
SM Cabanatuan City
February 16, 2018

PERSONAL INFORMATION

Name	:	Jasmin Tagacay Vispo
Age	:	23 years old
Date of Birth	:	August 2, 1998
Gender	:	Female
Status	:	Single
Citizenship	:	Filipino

I hereby certify that the above-given information is true and correct to the best of my knowledge and belief. As a sign of my good faith, I have affixed my signature herewith.

JASMIN T. VISPO
Applicant