

Jenny Rose M. De Guzman

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Brgy. Salacot, San Miguel, Bulacan, Philippines

WORK EXPERIENCE

Payroll Clerk

June 2018 to Present

St. Paul University at San Miguel
Salangan, San Miguel, Bulacan, Philippines
Tel. (044)6975638

- Receives summary of absences and tardiness report form Human Resource Office.
- Prepares payroll journal on a semi monthly basis and submits it to the Accountant for checking before the approval of the Executive Officer for the Finance Services.
- Computes accurately the monthly premium of SSS, Philhealth, Pag-Ibig, BIR and other approved monthly amortizations.
- Handles collection through approved payroll deduction on loans and other transactions of employees and remits the same to the proper agencies for payment.
- Maintains the employees' individual and salary ledgers.
- Prepares pay slip, bank summary report, bank advice approved by the Finance Executive Officer on paydays and submits them to the bank for proper crediting of payroll accounts through ATM.
- Maintaining all operations according to company policies and procedures.
- Performs other tasks assigned by the Head.

Cashier

June 2010 to May 2018

- Received, safeguards and accounts for all collections and issues official receipts.
- Checks remittances of auxiliary service receipts and other funds.
- Submits daily cash reports with corresponding deposits to the accountant.
- Sorts and validates deposits slips returned by the bank.
- Files daily cashier's report, duplicate official receipts, summary of cashier's loads and boutique sales reports.
- Prepares consolidated report and submits it to the bookkeeper for recording purposes.
- Performs other task assigned by the head.

Unemployed

June 2006 to May 2010

I got pregnant and I need to take care of my baby.

Administrative Assistant

June 1999 to May 2006

Pag-Ibig Non Life Insurance Pool
Binondo, Manila, Philippines

- Answering the phone in a specific department and transferring calls as needs.
- Sorting and delivering incoming mail and collecting and sending outgoing mail.
- Create documents, maintaining databases and sending memos and mails.
- Making logistical arrangements for meetings or conferences, including booking travel, making reservations or organizing rentals.
- Running errands and making deliveries around the office or to external parties.
- Collecting, filling and organizing office documents, such as reports and confidential records.
- Managing digital document filing, including encrypted documents and email correspondence.

EDUCATION

- **Bachelor of Science in Business Administration Major in Accounting Management**
Baliuag University (formerly Baliuag Colleges)
1069 Gil Carlos St, Baliuag, Bulacan, Philippines

SKILLS

Proficient in MS Word and Excel.

Character References

Sister Fe Irene Villanueva, SPC
Finance Officer
St. Paul University at San Miguel
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Dr. Jesusa Castillo, Ph.D
Former Dean
College of Business of Business & Technology
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Jenelyn Villora
OIC – Human Resoure Dept.
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