

# KAREN BORJA CUIZON

(+63)9512926206  
cuizonk@ymail.com



## Summary

---

Efficient and excellent in communicating with different kinds of people. Dedicated and focused in doing my job to ensure best results with less supervision. Energetic and result oriented.

## Personal Information

---

**Birthdate:** November 6, 1991

**Birthplace:** Cavite City

**Marital Status:** Single

**Height:** 5'2 ft.

**Weight:** 65 kg.

**Address:** 18 A. Bonifacio Street, Tuazon Village, Pamplona Uno, Las Pinas city

## Education

---

**Dr. Filemon C. Aguilar Memorial College**

Bachelor of Science Major in Human

Resource Management

**Las Piñas City**

Graduated April 2013

**MOST Institute of Culinary Arts**

**Quezon City**

Year 2010

(undergraduate)

**Las Piñas East National High School**

High School

**Las Piñas City**

Graduated April 2009

## Employment History

---

**RD Pawnshop Incorporated**

Accounting Clerk (Regular)

**June 2013-April 2014**

- Prepares Daily Cash Receipts and Disbursement Reports
- Prepares Payment Request Form or Fund Transfer Request Form.
- In charge of monitoring the daily cash position of the branch.
- Conducts cash count on PCF, ECR and Cash in Vault at least twice a week.
- Prepares auction listing and mails auction notices.
- Prints Rematado Listing.
- Prepares IOTT, Journal Vouchers, Summary of Remittances and other schedules
- Checks auctioned items and monthly expired items on pledge loans.
- Acts as custodian and Salesclerk for coded items.
- Prepares Volume Sales Listing whenever Volume Sales is conducted.
- Conducts cash count of the Cash Teller fund in the ECR and reconcile balances at the end of the day.
- Encodes and processes loans extended, loans paid and renewal transactions
- Encodes and processes loading, bills payment and other services.
- Maintains updated branch files.

**IMSHR Corporate Support, Inc.  
Diamond Express and General Services**

**March 2019-February 2021  
March 2021-present**

Accounts Officer (Eprime Business Solutions, Inc.)

- Computes monthly HOA, environet bills
- Prepares partial and final monthly HOA and environet collections report
- Uploads and prepares daily collection report
- Prepares daily sms bill and sms blast
- Prepares monthly billed accounts
- Prepares HOA ledger and tie ups
- Updates HOA and Environet accounts through manual adjustments
- Filters accounts subject for disconnection
- Trace and reports unremitted/unposted transactions to concerned payment center
- Addresses emails and clients' concerns
- Support for system related concerns

**Professional Skills**

---

- Excellent oral and written communication skills
- Administrative: Expert
- Knowledgeable in Microsoft Applications
- Time management
- Multi-tasking
- Professionalism and work ethic
- Critical thinking and problem solving
- Teamwork and collaboration

**Languages**

---

English: Conversational

Tagalog: Fluent

**References**

---

**Keycelyn Lauzon**

*Key Account Specialist*

(0932) 193 1557

keycelynlauzon@ymail.com

JCS Pharmaceuticals Inc.

Ortigas, Pasig City

**Angelo T. Arevalo**

*Trade Processor*

(0921) 8852 053

geloarevalo\_06@yahoo.com

Curacao International Trust Company

Muntinlupa City

**Jan Christine Larena**

*Administrative Officer*

(0927) 512 8510

Turkish Airlines

Makati City