

# CHERRY MAE B. ILIGAN

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📍 Purok 8, Pulot Ozamiz City Misamis Occidental

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## Objective

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To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hardwork and trust me with responsibilities and challenges.

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## Experience

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### **Aya Hotel and Residences**

*July 15,2022 - Up to  
the present*

Accounting Staff

- Billing Statement Clerk for Cement and RSB(Reinforcing Deformed Bars) and Fuels to various sites
- Payroll Clerk.

### **UCCP Ozamiz City Christian School, Inc.**

*June 1,2017 - June  
1,2022*

Bookkeeper and Accounting Clerk

- Taxes and Licenses & Permits Specialist (Christian School)
- Posting Clerk (for every student's ledger)
- Junior Accountant (prepares Income Statement, Balance Sheet, Annual budget for School)

### **Seagem Maritime Incorporated**

*February 2008 -  
April 2009*

Accounting Clerk

- Payroll Clerk ( for seafarers)
- Billing Statement Clerk

### **Solpia Marine Incorporated**

*March 2007 -  
October 2007*

Accounting Clerk

- Payroll Clerk ( for seafarers)
- Taxes and Licenses & Permits Specialist

### **J. King and Sons Company, Inc.**

*November 2003 -  
February2006*

Income Auditor

- Performing day to day financial transactions, verifying, computing and recording data (hotel, laundry shop, & motel)

### **Zest-O Corporation**

*March 2003 -  
August 2003*

Revolving Fund Custodian

- Ensuring the cash are physically secured or maintaining the funds in a business.

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## Education

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*2003*

**Immaculate Concepcion College LA Salle**

Bachelor of Science in Commerce major in Management Accounting

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## Skills

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Attention to detail Team player Adaptability Communication