



CLARISS TILOS

FINANCE SPECIALIST

PERSONAL PROFILE

I am finance specialist with holistic knowledge of corporate finance and banking services. I am also experienced in coordinating with stakeholders.

WORK EXPERIENCE

Finance Specialist

FOCUS GLOBAL INC | October 2014 - present

- Prepares monthly/ annual analysis of multiple supplier financial statements.
- Conduct day-to-day updates of foreign rates and execute foreign exchange currency trades.
- Corresponds with different banks for the processing of bank-related transactions.
- Arranges outward payments to suppliers thru the bank.
- Reconciles credit card transactions.
- In charge of handling petty cash disbursements.
- Issues credit and debit notes to Suppliers.

Customer Service Assistant

RCBC Savings Bank | March 2012 - August 2014

- Performs over-the-counter transactions such as client's deposits and withdrawals (cash/ check/ wire transfers).
- Handled petty cash disbursements.
- Generated end of day balancing.

Accounts Service Personnel

Manila Teachers Mutual Aid System | July - December 2011

- Evaluated new members' eligibility for membership
- Processed loan applications and check disbursements.
- Balances daily and monthly proof sheet.
- Manage membership records.

EDUCATIONAL HISTORY

UNIVERSITY OF BAGUIO

BS Finance Management

- Studied basic Corporate Finance and Governance.
- Explored Financial markets
- Learned basic Accounting principles and practices.

PERSONAL INFO



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SKILLS SUMMARY

- Corporate Finance
- Budgeting and Cost Analysis
- MS Excel and Google Sheet
- Accounting
- Communication
- Banking