

RIZELLE CHESKA R. FRANCISCO

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
MAJOR IN MANAGEMENT ACCOUNTING**

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Paranaque.

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OBJECTIVE

To obtain a position in the accounting field within a company that will allow me to utilize my skills and attain personal/professional growth.

EDUCATION

2009-2010 BS in Business Administration Major in Management Accounting

2012- October 2014 BS in Business Administration Major in Management Accounting

Lyceum of the Philippines University-Intramuros, Manila

AFFILIATIONS

Junior Philippine Institute of Accountants - Member (2009-2010; 2012-2014)

TRAININGS & SEMINARS

“Financial Statement Seminar” February, 2013

Junior Philippine Institute of Accountants

“Enhancing the Interpersonal and Management Skills of Employees”
February 2013

College of Arts and Science, Psychology Department

“Financial Aspect of Feasibility Study” August, 2013

Junior Philippine Institute of Accountants

“Doing Business on Free Trade Areas” February, 2014

Junior Philippine Institute of Accountants

“Management Information System” March, 2014

Junior Philippine Institute of Accountants

WORK EXPERIENCE

Sales Assistant

LCC DEPARTMENT STORE

December 2011- June 2012

Part-time Service Crew

MCDONALD’S FORTUNATA

October 2012 - January 2013

Accounting Assistant

ONE MCKINLEY PLACE CONDOMINIUM CORPORATION

October 2014 – February 2015

Finance Analyst

KERRY LOGISTICS (PHILS.) INC. (under AGENCY)

April 2015 – January 2016

Treasury Specialist

KERRY LOGISTICS (PHILS.) INC.

April 2016 - Present

WORK ROLES

LCC DEPARTMENT STORE – SALES ASSISTANT (7months)

- Selling, restocking & merchandising
- Providing assistance directly to the customer

MCDONALD'S FORTUNATA – PART-TIME SERVICE CREW (3months)

- Takes orders and answers questions on meal items
- Makes recommendations and serves food/beverages to customers
- Prepares the bill that itemizes total meal costs

ONE MCKINLEY PLACE CONDOMINIUM CORPORATION – ACCOUNTING ASSISTANT (4months)

- Administrative support to Chief Accountant
- Filing, Handling emails, making phone calls, replying to emails and basic bookkeeping
- Preparing Checks payable to vendors/suppliers

KERRY LOGISTICS (PHILS.) INC. – FINANCE ANALYST (AR/AP AGENTS) (8months)

- Prepares various schedules
(Accrued Expense, Accounts Receivable (AGENTS), VAT (OUTPUT), GAE)
- Global Agents Report
- Report of Work Order Monitoring
- Monthly Statement of Account (Inter-Company) SOA UPDATING & SENDING
(Accounts Receivable, Accounts Payable, Completion of IBTA Report, Processing of Payment, Month End Booking of RVM.PVM)

KERRY LOGISTICS (PHILS.) INC. – TREASURY SPECIALIST (6years)

- Preparation of Checks/MC/FT/TT and cash delivery letter
- Routing of documents for Signatures
- Preparation of documents for the banks everyday transaction
- Processing different kinds of docs for the bank
- Monitoring of Cash flow (in & out)
- Sending Report for Actual Cash Flow, Unreleased Checks, Branches Funding Forecast
- Monitoring Bank Transactions
- Filing Bank documents
- Filing of Internal documents
- Handling/Replying to all emails
- Assisting in all Out Ports transactions (paying to shipping lines & collecting OR's from shipping lines)

ASSISTING / RELIVER to CASHIER

- Issuing OR/AR for the Direct Deposit Collection.
- Collection Report for GA purpose & monitoring.
- Preparation & Encoding of Everyday Replenishment of Manila.
- Monitoring Cash Flow for daily transactions thru Cash Advance (in & out)

ON THE JOB TRAINING

Credit & Collection Trainee
GENDIESEL PHILIPPINES INC.
April 2013-June 2013

SPECIAL SKILLS

- Accounting Skill
- Dedicated and committed to professionalism
- Knowledge-hungry learner

CHARACTER REFERENCES

Joel B. Reyes
Credit & Collection Supervisor
Gendiesel Philippines Inc.,
Techno Park Laguna
09175132555

Myra S. Baring
Finance Manager
Kerry Logistics (Phils.) Inc. / 2GO EXPRESS, INC.
Miascor Drive, Ninoy Aquino Parañaque City
/ 8th Flr Double Dragon Plaza
0917-802-1685

Gina Reyes
Treasury Supervisor
2GO GROUP, INC.
8th Floor Tower 1. Double Dragon
Plaza Macapagal
0998 206 3699

Eng. Ryan Jay Sebastian
Building Engineer/Facility Officer
One Mckinley Place Condominium Corporation BGC
Taguig
09396208760/09177140819

Roselle C. Estrada
HR Specialist
Kerry Logistics (Phils.) Inc.
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Parañaque City
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