



MAY MARIE PAULINE FARIÑAS

maymariepauline@gmail.com

09163071133

OBJECTIVE:

To obtain a position in which I am given an opportunity to play a direct role in the unlimited growth and success of the organization.

PERSONAL INFORMATION:

Date of Birth : May 29,1992
 Age : 30
 Gender : Female
 Civil Status : Married
 Religion : Roman Catholic
 Citizenship : Filipino
 Address : Brgy Nagongburan, Sinaít I.S.

PROFESSIONAL SKILLS

- Intermediate in Microsoft Excel
- Good in written and verbal communication skills
- Ability to work under pressure
- Interpersonal Skills
- Strong analytical skills
- Intermediate in Sage 50 Accounting System
- Organizational Skills
- Relate well to people with variety of cultures

WORKING EXPERIENCE:

JOB EXPERIENCE: DASHER MARKETING CORP.

Accounting Staff
 Parañaque City
 April 24,2012-November 30,2014

JOB DESCRIPTION:

- Accounts Payable-Processing of Company Disbursements
- Reconciling of Inventory and preparing of reports
- Preparing of Aging of Payables and tally it with General Ledger
- Petty Cash Custodian

HH ASTRO SALES CORP.

Accounting Staff
 Parañaque City
 December 1,2014-December 1,2017

JOB DESCRIPTION:

- Accounts Receivable-in charge of Company Receivables and reconciliation

- Encodes Receipts to Company System-makes sure it is tally with the deposit slip
- Makes Company aging reports
- Bank Reconciliation

CTGLOBAL ENTERPRISES CORP.

Deputy Accounting Head
 Las Piñas City
 January 1,2018-present

JOB DESCRIPTION:

- Prepares Government requirements such as various return filling and submission of mandatory requirements to BIR.
- Prepares monthly,quarterly and financial year-end reports.
- Ensures completeness of schedules and requirements during Audit.
- Bank Reconciliation
- Prepares monthly Journal Voucher

EDUCATIONAL BACKGROUND:

TERTIARY : **Mariano Marcos State University**
 Bachelor of Science in Business Administration
 Major in Management Accounting

CHARACTER REFERENCES:

- **MS. RUMELIA YORO**
 ACCOUNTING HEAD
 CTGLOBAL ENTERPRISES CORP.
 CONTACT NO.- 09178634291
- **MS. MARSHIEL ANNE FELIPE**
 DEPUTY ACCOUNTING HEAD
 HH ASIA TYRE CORP.
 CONTACT NO.-09171420485
- **MR. JAMES ILLUSTRISIMO**
 BARANGAY CAPTAIN
 NAGONGBURAN, SINAIT, I.S.
 CONTACT NO.-09356823580

I hereby certify that the above information is true and correct to best of my ability.


MAY MARIE PAULINE FARIÑAS