

Miriam Joy Casulla

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Philippines

PROFESSIONAL SUMMARY

Motivated individual with 9+ years of experience in different companies and recognized for no audit findings as a Finance Cashier and for collecting more than my goal as a Revenue Collection Officer. As for my current job, I focused on the collection of revenue taxes, which is the lifeblood of the Philippine government.

WORK EXPERIENCE

Revenue Collection Officer Jan 2017 - Present
Bureau of Internal Revenue • Alaminos City, Philippines

- Responsible for enforcement of tax laws implemented by the Secretary of Finance upon the recommendation of the Commissioner.
- Responsible for keeping the taxpayers up to date on the changes of tax laws and procedures.
- Responsible for collecting tax payments of individuals, businesses and other organizations (may it be government and private companies).
- Responsible for answering inquiries made by the taxpayers concerning tax problems and giving assistance in the filing of their taxes.

Slot Ambassador Dec 2015 - Dec 2016
Bloomberry Resorts and Hotels, Inc. • Parañaque City, Philippines

- Monitor and assist patrons using slot machines
- Explain rules of games to patrons and ensure that rules are followed
- Replenish and reset slot machines
- May perform minor adjustments or repairs to slot machines.

Finance Cashier Nov 2014 - Nov 2015
Bloomberry Resorts and Hotels, Inc. • Parañaque City, Philippines

- Greet customers
- Establish or identify price of goods, services or admission and tabulate total payment required using electronic or other cash register, optical price scanner or other equipment
- Receive and process payments by cash, cheque, credit card or automatic debit
- Calculate total payments received at end of work shift and reconcile with total sales

Contractual Consumer's Account Clerk Jun 2014 - Oct 2014
Pangasinan Electric Cooperative I • Bani, Pangasinan, Philippines

- Responsible for checking the ledger of consumers with complaints.

EDUCATION

Masters in Business Administration 2021 - 2023
Lyceum-Northwestern University • Dagupan City, Philippines

Bachelor of Science in Financial and Management Accounting Jun 2011 - Apr 2013
University of the Cordilleras • Baguio City, Philippines

SKILLS

- Efficient communication skills for explaining tax laws and regulation clearly and concisely to

taxpayers.

- Organizational Skills which keeping me track for a large amount of information.
- Can use time effectively and efficiently.
- Computer literate.
- Can maintain professional attitude with peers, co-workers and clients at all times.

AWARDS AND HONOURS

Exemplary Behavior Award

2021