

ZAMYLHA MODESTO

Accounting Controller

Results-driven accounting professional with a solid foundation in financial management and a proven track record of effective leadership. Combining 4 years of hands-on accounting experience with strong managerial skills, I am adept at overseeing financial operations, optimizing processes, and leading teams to success. Proficient in financial analysis, budgeting, and forecasting, I excel at providing strategic insights to support decision-making and drive business growth. My commitment to accuracy, compliance, and continuous improvement ensures the financial stability and success of the organization. Seeking a position where I can leverage my expertise to lead and contribute to the overall financial excellence of the company.

EXPERIENCES

Global Connect Trade & Distribution - Manila, Philippines *Accounting Controller*

MAY 2019 - SEPTEMBER 2023

- Handle cash receipt and cash disbursements
- Record daily transactions
- Process reimbursements to update and maintain accounting file
- Manage payment for bills and amortizations
- Prepare payroll

Reformist Guardians - Manila, Philippines *Accountant*

NOVEMBER 2019 - SEPTEMBER 2023

- Handle cash receipt and cash disbursements
- Keep transaction records
- Release salaries and allowances

Cucina de Amelia Trading - Carigara, Leyte Philippines *Warehouse Manager*

APRIL 2018 - APRIL 2019

- Oversee receiving, warehousing, and distribution operations
- Implement operational policies and procedures
- Motivate and discipline staff
- Maintain documentation and keep accurate records of warehouse activities

EDUCATION

Saint Paul School of Professional Studies Palo Leyte, Philippines *Bachelor of Science in Accountancy*

JUNE 2013 - APRIL 2018

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SKILLS

Accounting Record Keeping
Attention to Detail
Effective Time Management
Ability to work under pressure
Adaptability
Microsoft Excel
Microsoft Word

CERTIFICATES AND LICENSES

Civil Services Exam
Professional Level - Passer
August 4, 2019

LANGUAGES

English - Full
Filipino - Native