

KARLA VENICE C. RICAFRENTE

Phase 1 Blk 24 Lot 23 Lakeside Nest Subdivision,
Banay-banay, City of Cabuyao, Laguna, Philippines 4025
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CAREER OBJECTIVE

To obtain a position where I can fully utilize and enhance my knowledge and skills acquired from years of studying in the actual workplace of my chosen field.

WORK EXPERIENCE

• Toyota Motor Philippines - Savings and Loan Association, Inc.

Administrative Assistant

May 2023-present

Duties and Responsibilities:

- Processing of payroll and deductions
- Preparing of reports for Operations Committee, Board of Trustees, and Minutes of Meeting
- Preparing of payment remittance for BIR, SEC, Philhealth, SSS, Pag-IBIG, and insurance
- Preparing of renewal of business permit and insurance
- Preparing of documents for Bangko Sentral ng Pilipinas (BSP)
- Processing of refund for membership withdrawal
- Creating of journal voucher and check voucher
- Releasing of loans
- Organizing meetings and seminars
- Updating of Member's Data
- Performs other administrative/finance-related tasks

Office Staff/Teller

October 2018-May 2023

Duties and Responsibilities:

- Placing of investment/time deposit
- Banking transactions
- Assists in bank reconciliation
- Vouchering and processing of loans
- Releasing of loans
- Preparing of Minutes of Meeting
- Distributing of checks to be signed by signatories
- Posting of cash receipts in accounting system
- Purchasing and requesting for payment of office supplies
- Filing of vouchers
- Performing cash count of daily collection report
- Act as key custodian of cash vault
- Performs other administrative/finance-related tasks

LECTURE-DISCUSSION/TRAININGS ATTENDED

The Anti-Money Laundering Act of 2001

Manila Teachers Building, 918 United Nations Avenue, Ermita, Manila, Philippines
November 16, 2019

SKILLS/ACHIEVEMENTS

- Proficient in Microsoft Office

- Highly organized
- Ensures quality and accuracy of work
- Can work under pressure and handle time management
- Took System, Application, Product (SAP) Business One
- Iskolar ng Cabuyao (2014-2018)
- Iskolar ng Laguna (2015-2018)

EDUCATIONAL BACKGROUND

Bachelor of Science in Business Administration Major in Management Accounting

Lyceum of the Philippines University - Laguna

Km. 54 National Highway, Makiling, Calamba City, Laguna (2015-2018)

Bachelor of Science in Accountancy

Lyceum of the Philippines University - Laguna

Km. 54 National Highway, Makiling, Calamba City, Laguna (2014-2015)

CHARACTER REFERENCES

Mr. Rojin Austria

Branch Operations Officer

Metropolitan Bank Trust and Company (Cabuyao Branch)

0917 576 5051

Mr. Raymond Buenaseda

Operations Analyst

Wells Fargo Philippines

0945 307 9318

Mr. Oliver Umali

Purchasing Specialist

Easyhomes Inc.

0915 914 7964

I hereby certify that the given information above are true and correct.



KARLA VENICE C. RICAFFRENTE