



GRACE PALMONES

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9400

PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals. Detail-oriented Bookkeeper well versed in payroll, accounts payable and accounts receivable functions. Excelled in corporate bookkeeping services delivery and learned new technologies to improve efficiency. Impressive accounting and communications skills leading to desirable outcomes.

SKILLS

- Social Perceptiveness
- Dependable and Responsible
- Flexible and Adaptable
- Critical Thinking
- Team Management
- Active Listening
- Recordkeeping
- Organizational Skills
- Microsoft Office

WORK HISTORY

Municipal Roving Bookkeeper | DSWD - 06/2018 - CURRENT
Bansalan, Davao Del Sur

- Improved document organization with thorough file maintenance, archiving outdated records as necessary for efficient retrieval when needed. Coordinates with the FO Focal person on the schedule of OTC payment; · Gathers the controlled Order of payment and Acknowledgement Receipt (OP/AR) of the Beneficiaries that are schedule for OTC payment for the week and prepare for actual OTC payments; · Witnesses the actual OTC payments made by LBP servicing branch to each of the beneficiaries; · Ensures the true identification of the beneficiaries receiving OTC payments; · Ensures that the beneficiaries are able to sign the AR as proof of receipt of grant; · Signs the AR as witness during OTC payment; · Provides the FA with summary of AR signed by the beneficiaries receiving OTC payments for the day; · Encodes the unsigned AR or unclaimed grants in the MRBUI; · Follows up the transmittal by the LBP serving branch of the paid OP/AR to the FO; · Assists the FA in the preparation of the SOE; · Checks the accuracy of the ID numbers of beneficiaries provided for Payroll preparation; · Monitors and reports to FO issues, if any, as regards receipt of grants by the beneficiaries; and · Performs other tasks as may be assigned.
- Developed comprehensive reports for management by collecting data from various sources, analyzing trends, and presenting actionable insights.
- Maintained confidentiality of sensitive information by adhering to strict privacy policies and implementing secure filing systems.
- Facilitated timely delivery of special projects to meet organizational and departmental objectives.

Inventory Stocker | Alf Corn Mill - Digos City, Davao Del Sur 01/2017 - 06/2018

- Enhanced inventory accuracy by conducting regular audits and adjusting stock levels accordingly.
- Streamlined the stocking process for increased efficiency by organizing products in designated sections.
- Maintained a clean and organized warehouse, resulting in improved productivity and safety compliance.
- Reduced product loss by implementing thorough tracking systems and communicating with team members about discrepancies.

EDUCATION

Fil-Canadian Training And Development Center , Datu Piang Street 2021
Kidapawan City

Caregiver

University of Southern Mindanao , Kabacan, North Cotabato 04/2016

Bachelor Of Business Administration: Marketing