

# MONA LIZA S. ROMARAOG

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## OBJECTIVE/ SUMMARY

- Self-motivated to succeed in any workplace environment.
- Willing to be trained.
- Research skill developed through course work and study

## WORK EXPERIENCE

### BDO UNIBANK INC.

Feb 10,2020-Recent

Branch Banking Group/Pioneer Highland Madison Branch.

Accounting Assistant II

Feb 2020 – Recent –

#### Accounting Assistant II

- Ensuring Completeness of Checks for Clearing.
- Call back of Transaction for the Day.
- Doing Significant Variance Reports.
- Encoding of Accounting Entries in the General Ledger System.
- Preparation of Year End Close Process.
- Generation of Accounting Reports.
- Managing Quality Control over Financial Transactions and Reporting.
- Preparation of Monthly Billing Utilities of the Branch.
- Preparation of Requirements for Business Permit Annually.

### ICE CREAM HOUSE

May 2015 – Dec 2018

Marikina City

Service Crew/Cashier

May 2015– Dec 2018 –

ICE CREAM HOUSE

#### Service Crew/ Cashier

- Handling of Customers.
- Exceptional Customers Service.
- Doing Inventory of Products.
- Auditing of Sales every end of the day.
- Promote Positive Atmosphere

## EDUCATION

### BS ACCOUNTANCY

2015-2019

ICCT Colleges Inc.

### HOLY TRINITY COLLEGE OF CAMSUR

2010-2014

Don Fortuno Street Santiago, Bato

CamSur

### BATO SOUTH CENTRAL SCHOOL

2004-2010

Santiago, Bato CamSur

## SKILLS

Microsoft Office Software



Time Management



Keen on Details



Critical Thinking



Handling Pressure



## REFERENCE

Michael Brylle Serrano  
Colleague  
09171705465

Leomark Jay  
Romero  
Accounting  
Analyst  
09951043342

Gelo Pamil  
Financial  
Advisor  
09684124355

