

ZAMYLHA MODESTO

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Accounting Clerk

Dedicated professional with over 4 years of experience as an accounting clerk, complemented by a year-long tenure as a warehouse manager. Proven expertise in managing financial records, conducting efficient accounting processes, and ensuring accuracy in transactions. Known for meticulous attention to detail and commitment to maintaining financial integrity. Seeking a role where I can leverage my accounting and warehouse management skills to contribute to organizational success.

SKILLS

Cash handling
Accounting Record Keeping
Bookkeeping
Data Entry
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

EXPERIENCES

Global Connect Trade & Distribution - Manila, Philippines Accounting Clerk

MAY 2019 - PRESENT

Accounting Tasks

- Handle cash management
- 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

Administrative Tasks

- Answer phone calls and emails
- Keep files of important documents
- Keep track of office supplies inventory
- Book flights and hotel
- Assist in organizing parties and events

Cucina de Amelia Trading - Carigara, Leyte Philippines Warehouse Manager

APRIL 2018 - APRIL 2019

- Oversaw receiving, warehousing, and distribution operations
- Implemented operational policies and procedures
- Motivated and disciplined staff
- Maintained 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