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 Labo Camarines Norte,
Philippines 4604

EDUCATION

Bachelor of Science:
Financial Management
Mabini Colleges Inc., Daet
Camarines Norte,
Philippines,
April 2019

LANGUAGES

- English B1 Intermediate

FLORIANNE GUZMAN VALE

PROFESSIONAL SUMMARY

Punctual and efficient Driver known for reliability, route planning and excellent customer interactions. Motivated to provide prompt, friendly and professional service at all times. Ambitious, career-focused job seeker, anxious to obtain an open position that fit mt skills and help further grow my career while achieving company goals.

SKILLS

- Attention to detail
- Data Entry
- Documentation and Recordkeeping
- Continuous Improvement
- Excel Proficiency
- Microsoft Office

WORK HISTORY

February 2023 - Current

International Business Machines Corporation (IBM) - Record to Report-Process Delivery Specialist, Naga City, Philippines

- Review and processes journal entries
- Performs account reconciliations and reports based on agreed deadlines with the client.
- Provides support to continuous improvement initiative.
- Performs ad-hoc tasks as identified by the team lead.

October 2021 - Current

AXA Philippines - Licensed Financial Advisor, Legazpi City Branch, Philippines

- Educated clients on various financial matters and provided professional recommendations on investments opportunities, products and services based on individual needs.
- Assisted clients with preparing financial plans, conducting investment research, and completing trades and transactions to asses and meet financial goals.

March 2021 - December 2022

Rural Bank of Jose Panganiban CN Inc. - General Ledger Bookkeeper, Daet Camarines Norte, Philippines

- Maintained and processed invoices, deposits, and money logs.
- Completed payroll for employees and maintained detailed records of procedures.
- Tracked expenses and income for businesses while organizing and maintaining bank statements for checking accounts.
- Reconciled and corrected issues with financial records.
- Reported financial data and updated financial records in ledgers and journals.
- Handled day-to-day accounting processes to drive financial accuracy.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Developed monthly, quarterly and annual profit and loss statements and balance sheets.

January 2021 - February 2021

Jack Trading INC (Houseware Plaza Mall) - Accounting Staff Member, Daet Camarines Norte, Philippines

- Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Checked general ledger entries to increase ace Tacy, prevent significant errors and identify adjustments.
- Completed financial reports, providing insight into performance, operations and cash flow.
- Used accounting software to prepare weekly and monthly financial reports. .
- Analyzed financial discrepancies and provided solutions for accurate financial records

February 2020 - September 2020

Cam Norte Easy Cash Lending Corporation - Branch Secretary, Daet Camarines Norte, Philippines

- Executed administrative duties to facilitate unit tasks and meet team goals.
- Completed forms, reports, logs and records to quickly handle all documentation for human resources.
- Continually sought methods for improving daily operations, communications with clients, recordkeeping and data entry for increased efficiency.
- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.