

JOAN CORPUZ MATIAS

Address: 238 Padre Crisostomo Cabanatuan City, Nueva Ecija Philippines 3100

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Contact: +63 927 909 4069

Applied Position: BOOKKEEPER

OBJECTIVES

Seeking for a job where I will be able to utilize my strong organizational skills, educational background and ability to work well with people who will allow me to grow personally and professionally.

PERSONAL INFORMATION

Age: 42 years old

Birthdate: December 27, 1981

Birthplace: Talavera, Nueva Ecija

Gender: Female

Height: 5'1

Weight: 55kgs

Civil Status: Married

Religion: Roman Catholic

Citizenship: Filipino

Language: English, Tagalog

EDUCATIONAL BACKGROUND

TERTIARY

Araullo University Philippines

Bachelor of Science in Accountancy School Year:

2001 – 2002 (Graduated)

SECONDARY

Talavera National High School

1997 – 1998 (Graduated)

PRIMARY

La Torre Elementary School

1992 – 1993 (Graduated)

WORK EXPERIENCE

ASSISTANT MANAGER

Neyo Corporation (Exclusive Distributor of Yakult Health Drink)

July 2007 – March 31, 2024

- Calculate and prepare cheques for payroll.
 - Supervising employees and providing guidance and support as needed.
 - Monitoring inventory levels and ordering supplies as needed.
 - Keep financial records and establish maintain and balance various accounts using manual and computerized bookkeeping system.
 - Post journal entries.
 - Prepare other statistical, financial and accounting reports.
 - Prepare tax returns.
 - Go to bank for cheques and cash deposits.
 - Petty cash fund custodian.
 - Check payments.
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CHARACTER REFERENCE

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