



# SHIELA MAE SABADO

ACCOUNTING ASSOCIATE

## About Me

Passer of Career Service Pen & Paper Examination  
Profesional Level and a Licensed Professional  
Teacher

## Education

- **Bachelor of Science in Business Administration**
- Major in Management Accounting
- 2013-2017
- 

## Contact

- Alicia, Isabela, Philippines
- 0997-9866-780
- smespinoza11@gmail.com
- shielamae.e.sabado@isu.edu.ph

## Work Experience

- ISABELA STATE UNIVERSITY - San Mariano Campus
- **ADMINISTRATIVE AIDE VI ( Clerk III)**
  - Prepare Reports on Check Issued and Collection and Deposits
  - Prepare Running Balance of All funds
  - Prepare Outstanding Balance of Checks
  - Prepare Liquidation of Cash Advances
- Department of Interior and Local Government (DILG) - Regional Office Cordillera Administrative Region
- **ADMINISTRATIVE SUPPORT STAFF**
  - Prepare Disbursement Vouchers for payment of Salaries
  - Prepare Obligation Request and Status and Budget Utization Request and Status
  - Prepare General Payroll of staff
- Green Future Innovations, Inc.  
Accounting Staff
  - Prepare Accounts Payable to Suppliers and Vlient
  - Prepare Statement of Accounts
  - Prepare Accounts Receivable

## Skills

Proficient in Accounting



Problem Solving



Creativity



Leadership

