

# Elizabeth Lazaro

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## Professional Summary

Detail-orientated Bookkeeper/Account Payable Officer adept at making critical decisions, managing deadlines and conducting reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements. Trustworthy Account Payable Officer with 8 years of practical experience and dedicated work ethic. Self-motivated to consistently provide best results.

## Work Experience

### Bookkeeper/Account Payable Officer

Asia Gold Trading Corporation, Philippines, 04/2013-04/2013

- Calculate and prepare cheques for payroll and company payables. Calculate fixed asset and depreciation. Keep financial record and establish, maintain and balance various accounts using manual and computerized accounting system. Maintain general ledgers and financial statement. Post journal entries. Prepare other statistical financial and accounting reports. Prepare trial balance of books and reconcile accounts.

### Account Receivable Officer

Asia Gold Trading Corporation, Philippines, 10/2016-10/2016

- Collated invoices, transaction record for approval. Bank transactions and bank reconciliation for everyday collections. Check and collect charge invoice everyday. Approves customers credit limits. Audit invoices from time to time. Monitor overdue accounts.

### Barangay Secretary

Local Government Unit, Philippines, 09/2011-09/2011

- Record minutes of the meeting. Prepare Ordinance and make Resolutions. Responsible for issuing Clearances, Permits and Certifications. Posting memo and update the bulletin board for daily activities.

## Languages & Other Interests

Ilocano, Pilipino and English Like planting and travelling

## Contact



+639324178157



bethlazaro34@gmail.com



#23 Purok Pagwadan, Aurora,  
Alicia, Isabela



## Education

### Bachelor of Science in Accountancy

Wesleyan University - Philippines,  
Cabanatuan City, Nueva Ecija,  
Philippines, 06/1996 – 04/2000

### Secondary Education in Highschool

Dalton Academy, Alicia, Isabela,  
Philippines, 06/1992 – 03/1996