

ZAMYLHA MODESTO

Accounting Clerk

Montreal, Quebec, H4V 2M4

(438) 928 6486

zamymodesto@gmail.com

OBJECTIVE

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, administrative and warehouse management skills to contribute to organizational success.

WORK EXPERIENCE

Accounting Clerk

Global Connect Trade and Distribution, Philippines

MAY 2019 - APRIL 2024

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

Warehouse Manager

Cucina de Amelia Trading, Philippines

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

Bachelor of Science in Accountancy

Saint Paul School of Professional Studies, Philippines

JUNE 2013 - APRIL 2018

SKILLS

- Cash Handling
- Accounting Record Keeping
- Bookkeeping
- Microsoft 365
- Google Workspace
- Ability to work under pressure
- Adaptability
- Attention to Details
- Effective Time Management
- Multitasking