

Carmela Sabellina

Dubai

dominicktagalogon9_pgt@indeedemail.com

055 462 7010

To utilize my skills for the betterment of the company that employs me and at the same time to acquire much needed experience that would aid me in my quest for career advancement.

STRENGTH:

- Skilled in handling multiple tasks and projects simultaneously.
- Flexible and can socialize with different nationalities.
- Adapt well changes and pressure in the work place.
- Highly trainable, fast learner, hardworking, courteous, professional & very understanding.
- Strong analytic skills.
- Good oral and written communication skills.
- Computer literate.

Work Experience

Bookkeeper

MINDANAO CONSOLIDATED COOPERATIVE BANK

August 2017 to January 2020

Alubijid, Misamis Oriental

Duties and Responsibility:

- Safeguards & maintains the bank financial records including the general & all subsidiary ledgers, sees to it that all time they are balance, complete, and intact.
- Ensures accurate accounting of transactions of the Cashier/Teller and the Loans Bookkeeper. Implementation of the Bank and BSP approved policies, controls and procedures resulting to an audit rating that meets the minimum requirement set by Management.
- Prepares and submits reports for internal & external purposes.
- Coordinates with the Branch Manager in preparing financial, operating, capital and manpower budgets of the Branch.
- Reviews the Branch financial and operating performance against the approved budgets and reports variances to the Branch Manager.
- Keeps custody of accountable forms, corporate documents, lease contract, BIR Tax Returns, Business Tax Receipts, etc.
- Oversees the functions of the Cashiers/Tellers as to:
 - a) Compliance with Bank policy guidelines.
 - b) Proper callback and balancing of all other transactions at the end of the day.
 - c) Completeness of transaction documents.
 - d) Propriety of accounting entries.
 - e) Accuracy of computation and accrual of interest and maturity value of placements.
 - f) Independent balancing of ledger balances against the balances of subsidiary ledgers and system generated reports.

g) Prompt compliance with all reportorial requirements.

- Monitors and ensures maintenance of CIV level within approved benchmark.
- Ensures the taxes and expenses of the Branch.
- Conducts physical inventory of fixed assets of the Branch at least once a year.
- Perform other duties and responsibilities inherent to the position and other assignments given by the Management from time to time.

Education

Bachelor Degree in Business Administration in Financial Management

Xavier University Ateneo de Cagayan

March 2017

Alubijid National Comprehensive High School

2013

Alubijid Central School

2009

Skills

Microsoft office