

Rhea Liza Catungal

Accountant/Finance executive

Dubai

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Willing to relocate to: POEA - UAE - Dubai

Work Experience

Accountant/Finance executive/Secretary

Agro Industrial Development Corporation - Guiguinto

November 2017 to February 2018

Updating clients Water Charges Account

- ✓ Updating of Tabulation of Clients Water Charges Account (LAWSC)
- ✓ Photocopy of LAWSC payment form
- ✓ AUB Deposit Transaction
- ✓ Assisting in distributing Christmas gifts
- ✓ Prepare Statement of Account (SOA) of LAWSC
- ✓ Stamp date in Statement of Account (SOA)
- ✓ Responsible in making Statement of Account (SOA) of LAWSC
- ✓ Checking the Official Receipt of monthly amortization
- ✓ Stamp date in Statement of Account (SOA)
- ✓ Filing of Daily Collection Record
- ✓ Filing of Check Vouchers
- ✓ Filing of Tax Declaration of Real Property
- ✓ Filing of BIR forms
- ✓ Photocopy of Transfer Certificate of Title
- ✓ Photocopy of Title
- ✓ Office supplies inventory count
- ✓ Scanning documents of Caluag property in RTC
- ✓ Photocopy of Caluag's property documents
- ✓ Filing of received documents of Caluag
- ✓ Getting documents of Caluag property in RTC
- ✓ List of household
- ✓ Filing of documents from RD
- ✓ Photocopy of Title Technical Description
- ✓ Getting SOA and Check Image from AUB
- ✓ BDO Transactions and Gcash Transaction
- ✓ Finding Daily Collection Report (FEB 2017)
- ✓ Prepare BDO deposit slip of GAIDC
- ✓ Finding GAIDC & SMTDC AR
- ✓ Finding GAIDC & SMTDC CR
- ✓ Finding GAIDC & SMTDC DR
- ✓ Finding GAIDC & SMTDC Daily Collection Report

- ✓ Preparing GAIDC Official Receipt
- ✓ BPI Transaction (Paying BIR Tax)
- ✓ Preparing Summary of GAIDC: AR
- ✓ Preparing Summary of SMTMC: CR
- ✓ Photocopying Official Receipt
- ✓ Photocopy of all the Official Receipts from January 2017- December 2017
- ✓ Photocopy of all the Acknowledgement Receipts from January 2017- December 2017
- ✓ Filing of the Official Receipts from January 2017- December 2017

Education

Bachelor's in Accountancy

Centro Escolar University - Manila

Bachelor's in Management accounting

Centro Escolar University - Bulacan