

MARJORIE LANZO MORCILLA

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CAREER OBJECTIVE

To be part of a growth oriented company where I can contribute my knowledge and skills and where I can grow up more professionally as well as too gain more knowledge that will improve me as an individual and provide opportunities for my career growth.

SKILLS

- ☐ Knowledge of Accounting and Administrative Practices
- ☐ Forecasting Budget
- ☐ Proficiency in Accounting Software
- ☐ Financial Reporting
- ☐ Ability to prepare Financial Statement
- ☐ Costing & Pricing Analysis
- ☐ Preparation of Income Statement
- ☐ Critical and Analytical Thinking Skills
- ☐ Effective communication skills, including verbal and written
- ☐ Diligent administrative professional with experience in manufacturing and financial institution.
- ☐ Assist in internal and external auditing procedures to supply the necessary information and supporting documents to auditor

WORK EXPERIENCES

Promoter/Customer Service

AL ANSARI EXCHANGE

July 2023 - up to present, Mirdif City Centre, Dubai

Duties:

- Greet and interact with customers in the branch premises with all relevant application forms.
- Promote digital channels like sending money, bill & credit card payments and mobile app e-exchange.
- Provide clear and detailed information to customer who inquires about products and services of the company.
- Handle customer complaints and address it to respective department, provide prompt reply with timely updates to customer in consultation with BM/ABM.
- Guide and assign customers to designated counters according to their

- requirements and availability of free counters.
- Ensure the customer is provided with the highest standard of service and get feedback from them.
- Arrange flyers on daily basis & ensure the branch's appearance is in accordance with the company standard and quality.
- Promote/market the 3rd party products like National Bonds, Air Arabia, Etisalat, Du etc. to customers within the branch.
- Perform other tasks as requested by the immediate supervisor.
- Ad-hoc assignments as required by the immediate line of authority.

Cost Accountant / Executive Assistant

JETBEST ANIMAL NUTRITION AND HEALTH CARE, INC.

Feed and Animal Health Manufacturing and Distribution Company

(From September 2019 – April 2023) Marauoy, Lipa City, Philippines

Duties:

- Costing and profitability of the company's products & services.
- Analyze and recommend costs and cost savings.
- Product Pricing. Initiate price increase/rollback if possible.
- Prepares weekly & monthly Profitability report.
- Make estimates of new and proposed product costs.
- Prepares Income Statement & Cost-Volume Profit Analysis.
- Reviews budget of Marketing Promotions, Project Work Plan's and other company projects/activities.
- Update necessary adjustments on Price and Costs in Accounting software (Epicor)
- Provide management with reports that specify and compare factors that affect prices and profitability of products or services
- Projecting market price of raw materials thru the help of Purchasing Department to come up projected income/loss
- Analyzing operational costs.
- Conduct physical inventories.
- Prioritize President/CEO inquiries or command.

Accountant / Bookkeeper

VLM MEDICAL / DENTAL EQUIPMENT & SUPPLIES

Medical supply store

(From November 2018 to August 2019) Lipa City, Philippines

Duties:

- Handling Accounts Receivable and Accounts Payable Schedule Function.
- Performs cashiering function.
- Petty Cash Fund Custodianship.

- Preparation of Tax records for financial audits.
- Monitors and record daily sales, cash receipts, sales book, purchase on account cash purchases and disbursement of the Corporation.
- Prepares Weekly and Monthly Report for the preparation of Financial Statement.
- Perform other tasks that may be assigned by immediate superior from time to time.

General Accountant

LIMCOMA MULTI PURPOSE COOPERATIVE

Leading Agricultural cooperative in the country and the nation's first feedmill cooperative to be ISO 9001:2000 certified

(From July 2016 – October 2018) Lipa City, Philippines

Duties:

- Managing accounts payable and receivable, including collecting payments and identifying potential risks of non-payment.
- Prepares summary of cash receipts, cash disbursement, journal entries and other adjustments for the preparation of Financial Statement
- Prepare journal entries and synthesized common ledger for subsidiary accounts.
- Monitors and keeps a complete record of the daily business transactions of the Cooperative, checks daily deposit, verifies the authenticity of the check voucher and checks for employees approved loans and coordinates with other government agencies in matters relevant to the function of the position.
- Preparing reports on financial activities, such as sales figures, cash flow projections and inventory levels.
- Reviewing financial statements and recommending adjustments to improve.

EDUCATION

Bachelor of Science in Accounting Management

SY 2012-2016

Graduated

Batangas State University - Marawoy, Lipa City, Batangas, Philippines

PERSONAL INFORMATION

Birth Date	:	October 26, 1995
Birth Place	:	Bulacnin, Lipa City Philippines
Age	:	28 years old
Nationality	:	Filipino
Civil Status	:	Single
Language	:	English & Tagalog
Visa Status	:	Employment Visa