

ANNA MARIELLE RETOME

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**OBJECTIVE**

To be able to work in a company where one could show, develop and share knowledges, skills and experiences of a professional individual.

WORK EXPERIENCE

DELBROS WATERFRONT LEASING CO INC., PARANAQUE
Accounting Staff

July 6,2020 –February 15,2023

- Investigated daily variances and corrected errors to resolve discrepancies.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Used accounting software to prepare weekly and monthly financial reports.
- Maintained clean and organized files by keeping accounts payable records up-to-date. Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements
- Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.
- Prepared itemized statements, bills or invoices and recorded amounts due for items purchased or services rendered.
- Transferred data and documents to facilitate system migration and software updates.
- Reviewed figures, postings and documents for correct entry, completeness and accuracy. Reported financial data and updated financial records in ledgers and journals.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Maintained accurate and complete documentation to facilitate accounting and filing functions. Supervised daily bookkeeping operations with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.

DGX PHILS INC
Accounting Associate/Time Keeping

January 7,2019 –August 20,2019

- ☐ Provides financial status information
- ☐ Secures financial information by completing database backups; keeping information confidential
- ☐ Verifies completeness of transmitted documents
- ☐ Monitors and update per client paid account
- ☐ Preparation of all monthly financial reports
- ☐ Prepare and maintain accounting documents and records
- ☐ Preparation for semi-monthly computation of employees' salary
- ☐ Collect and verify timekeeping information for all employees

- Calculate pay according to hours worked incorporating leaves and overtime

Prince Fahad Bin Sultan Hospital Tabuk, KSA
Data Entry/Accounting Clerk

May 7,2016 – May 9,2018

- Entering patient's data(new) from source documents/updating patient's detail(old)
- Maintains patient accounts by obtaining, recording, and updating personal and financial information
- Scan documents and print files, when needed
- Respond to queries for information and access relevant files
- Maintains operations by following policies and procedures
- Data entry of billing and all required billing information that appears on imaged requisitions
- Billing of all consumables used during procedures done in ER
- Checking completeness and expiry of medicine
- Releasing of medicine based on doctor's prescription (applicable only when main pharmacy is closed)

Supervalue, Inc. (SM SUPERMARKET) Bacoor Branch
Accounting Assistant

December 6, 2009 – April 6, 2016

- Accounting for the completeness and auditing of billing documents (debit cards, credit cards and inhouse cards)
- Clearing of SAP Transactions pertaining to sales audit
- Weekly/Monthly sales to Mall Admin
- Preparations of tenant's weekly and monthly sales report
- Processing of tenant's rental invoice, Statement of account, Delinquent report, & charged for repair
- Issuance of OR to tenants with payment at branch and clearing of ICA
- Preparation and monitoring of missing accountable forms
- Encoding and accrual of Petty Cash Fund
- Encoding of cost sheet and accrual of payment for security and Janitorial
- Daily audit of Forex and Wesu
- Forex/Wesu monthly Report
- Audit of stock inventories yearly

EDUCATIONAL BACKGROUND

Tertiary -	University of Perpetual Help System Dalta 1740 Alabang-zapote rd, Almanza Uno, Las Piñas City Bachelor of Science in Accountancy	2005 to 2009
Secondary -	St. Michael's Institute Poblacion, Bacoor, Cavite	2001 to 2005
Elementary -	Cavite Christian School Rosal, Bacoor, Cavite	1995 to 2001

SEMINARS AND CONFERENCE ATTENDED

Service that Sizzle's Workshop
2013
Training Room, SM Dasmariñas, Governors Drive
Pala-pala, Dasmariñas, Cavite

Team Building
2013
Jabez, Governor's Drive, Dasmariñas City

Total Quality Seminar
2012
Training Room, SM Dasmariñas, Governors Drive
Pala-pala, Dasmariñas, Cavite

AFFILIATION

- Member, Junior Philippine Institute of Accountants (JPIA)

SKILLS AND INTERESTS

- Computer Literate (MS Word, Excel and PowerPoint)
- Knowledgeable on Computer Based Systems (SAP, TP Linux, WI-Pro, Waseel, Bupa, Cargo Wise)
- Performs task with speed and accuracy

PERSONAL DATA

Age : 34 years old
Civil Status : Single
Language Spoken: English and Filipino

CHARACTER REFERENCE

Available upon request.

I HEREBY CERTIFY that the above information's are true and correct to the best of my knowledge.

Anna Marielle Retome
Sgd.