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**Finance Staff– Finance Department Electro Computer Data Systems**

Brgy 17 88 P. Zamora St., Tacloban City - (May 27, 2019 – April 10, 2020)

* Finished 160 hours internship
* Book keeper’s assistant
* Keeping accurate records and reporting on collection activity
* Process payroll
* Update account status records and collection efforts
* Proper recording and Filing reports

**Finance Staff– Finance Department Electro Computer Data Systems**

Brgy 17 88 P. Zamora St., Tacloban City – (May 27, 2019 – April 10, 2020)

* Prepared Billings.
* Filing Vouchers.
* Monitor Due dates & Payments to.
* Banking (deposit cheques & cash)
* Making Withholding taxes
* Create excel with lots of sales invoices and organize it properly according to their VAT percentage.
* Organizing the files and payments of each supplier.
* Record Disbursement every day.

**Finance Department Cooperative Development Authority - OJT Finance Staff**

Brgy. 65 New Bus Terminal Compound, Tacloban City

* Finished 160 hours internship
* Bookkeeper’s assistant
* Keeping accurate records and reporting on collection activity
* Process payroll
* Update account status records and collection efforts
* Proper recording and Filing reports

**Saint Paul School of Professional Studies.**

2015 – 2019, Campetic, Palo, Leyte

Bachelor of Science in Accounting Technology

**WORK EXPERIENCE**

**EDUCATION**

Accounting/Data Analyst

CRISTINE JOY D.

VILLANUEVA