**Charito Nicdao**

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**Educational Background \_\_\_\_\_\_**

Polytechnic University of the Philippines, Sta. Mesa, Manila

College of Economic, Finance and Politics

Bachelor of Banking and Finance 2008-2012 (Completed)

**Skills and Personal Strengths**

* Provide excellent customer service at all times
* Able to work with a wide variety of individual and groups as a BILINGUAL English and Tagalog interpreter
* Worked well under pressure
* Proven ability to learn new concepts quickly
* Demonstrated ability to be dependable and have a positive attitude
* Proven to be punctual and prompt in work activities
* Proven to be very organized and efficient
* Capable of working independently with minimal supervision
* Able to utilize effective communication skills, including active listening
* Computer literate and proficient in MS offices (Word, Excel, PowerPoint, Access, Outlook)
* Able to make efficient decision based on facts, figures and personal experience
* Maintain enthusiasm and interest in my work throughout the day
* Take pride in turning out work that meets the highest standards
* Experience creating Feasibility Study and Market Research Study.
* Pay close attention to detail and self-directed, take initiative
* Able to multi-task effectively
* Experience using MYOB and QuickBooks

**Relevant Experience**

***Accounting/Billing/Payroll/Banking Skills***

* Organized seminars and outreach program as Sponsorship Committee Head to raise funds by having signature campaign and represent **JP Morgan Chase & Co., Imation, OMF Lit., and Mendez Medical Group** as our sponsors.
* Experienced performing basic accounting/record keeping
* Responsible for payroll data entry.
* Prepared daily cash receipts and posting bank deposits
* Prepared invoices, vouchers, and requisitions
* Process timecards/reports, computed wage, overtime, and deductions
* Maintained records of routine transaction reports
* Accurately balanced cash drawer daily
* Assisted in the preparation of financial and operating reports
* Verified and posted transactions to journals, ledger, and records

***Clerical/Administrative/ Receptionist Skills***

* Performed data entry with high accuracy
* Able to transcribe documents at a productive rate
* Operated office equipment, including copy machine, fax, printer, scanner.
* Experienced in developing and completing business correspondence
* Experienced in developing and maintaining spreadsheets
* Sorted and delivered mail to appropriate recipients
* Filed materials using alpha-numeric filing system
* Efficient with the use of a calculator/10 key
* Familiar with numerical data entry systems
* Responsible for writing technical reports and general correspondence

**Employment History**

Office Advantage Data Entry Clerk Portland, OR, USA 08/12-08/12

Mr. Dante Pius Payroll Data Entry Clerk Taytay, Philippines 07/11-04/12

Land Bank of the Philippines New Accounts Taytay, Philippines 03/11-05/11

Francisco Memorial National Cashier/Secretary Cainta, Philippines 01/07-12/08