 **MA. CORY B. ABAGAY**

Present Address: 117 D. Arellano Street Bagong Barrio, Caloocan City

Contact Number :09176722315/09308588081

Email Address: [abagaymacory@gmail.com](mailto:abagaymacory@gmail.com)

**OBJECTIVE:**

* To secure a promising position that offs both challenge and good opportunity for growth.

**WORKING EXPERIENCE:**

**Accounting Assistant**

**Sanus Vivendi Inc.**

LP12 Medical Plaza Makati, Amorsolo St. cor. Dela Rosa St. Makati City

July 25, 2016-present

Accomplishment:

* Prepared Statutory Remittances like SSS, PHIC, HDMF, Withholding w/ compensation
* Manage Petty Cash Transaction
* Prepared Payroll every 15th and 30th of the month.
* Ensure all payments amount and records re accurate
* Prepared Financials Reports
* Encode all inventories/ raw materials to POS.
* Monitor everyday Sales
* Prepared Cheques for payment
* Performs related work as assigned.
* Prepared BIR transactions
* Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
* Conduct auditing and prepared Audit Findings

**Assistant Registrar**

**STI College Pasay** **Inc.**

2008 Manester Building Edsa Ext. corner Taft Avenue, Pasay City

May 2011-July 23, 2016

Accomplishment:

* Receive entrance documents and requirements from student applicants
* Prepare the following reports to TESDA Office:

-Enrolment reports

-Terminal reports

* Post and inform parties concerned on approved programs, schedule of classes, admission requirements & procedures, etc.
* Issue transfer credentials to students
* Stamp the school seal on official copy of forms (transcript of records, diplomas, certificates)
* Assist students during enrollment
* Assist the registrar in everyday work
* Maintain the student files

**Librarian**

STI College Pasay Inc.

2008 Manester Building Edsa Ext. corner Taft Avenue, Pasay City

September 2008-May 2011

Accomplishment:

* Ensure an accurate inventory resources
* Establish and implement library information policies and procedure
* Develop and maintain collections management policies and procedures.
* Develop and maintain cataloguing procedures.
* Process resources for placement on shelf.

**Accounting Staff**

Ohana Forwarding Inc.

Cuneta Mansion, C. Jose Malibay, Pasay City

May 2008-September 2008

Accomplishment:

* Daily enter key data of financial transactions in database
* Process accounts payables and receivables as needed.
* Perform filing and general administrative tasks
* Prepare daily Cash flows
* Protects organization's value by keeping information confidential.
* Prepare bank deposits, general ledger postings and statements
* Daily enter key data of financial transactions in database
* Prepare payroll every 15th and 30th of the month
* Prepare BIR’s transaction

**On the Job Training**

Language Skills institute- Tesda

January 21 –April 30, 2008

**EDUCATIONAL ATTAIMENT:**

**Arellano University**

Jose Abad Santos Campus

3058 Taft Avenue, Pasay City

Bachelor of Science in Business Administration major in Financial Management

S.Y 2013-2015

**STI College Pasay Inc**.

Diploma in Computer Based Bookkeeping

Graduated – S. Y 2007-2008

**Adamson University**

BS-Nursing – undergraduate

**Capiz National High School**

Roxas City – S.Y 2003-2004

**COMPUTER SKILLS**

Proficient with Microsoft Word, Excel, PowerPoint, Publisher, Internet, QuickBooks, MYOB, Online Management of Enrollment and Grades Administration (OMEGA), and OMEGA Support System, Peoplesoft Campus Solution ( PSCS Oracle). Point of Sales (POS System)

**TRAINING / SEMINARS ATTENDED:**

**PCSC Registrar Training**

STI Training Center

Ortigas Cainta

February 29-March 4, 2015

**Admission Officer Training 2011**

STI Training Center

February 2011

**Librarians and Laboratory Facilitators Training 2010**

STI College Makati

December 7-8, 2010

**Bookkeeping NC II**

Tesda PAMAMARISAN

**PERSONAL BACKGROUND:**

Age : 33 yrs old

Date of Birth : January 31, 1987

Religion : Roman Catholic

Citizenship : Filipino

Civil status : Single

**CHARACTER REFERENCE:** Available upon Request

I hereby certify that the written above is true and correct to the best of my knowledge.

**MA. CORY B. ABAGAY**

Applicant