



Mary Shayne Bergantin Malundas

malundasshayne26@gmail.com
09176290643

Present Address:
68 Abellanos Street Barangay VII, Lucena City 4301,
Quezon, Philippines

Basic Information

Age 25	Birth Date Oct 26, 1997	Gender Female	Civil Status Single
Height (cm) 154	Weight (kg) 50	Nationality Filipino	Religion Christianity - Catholic

Work Experience

I have been working for 8.89 years

Aug 2020 - PRESENT
(2 Years, 9 Months)

Human Resources & Accounting Manager

WeAccess Contact Solutions
Call Center / IT-Enabled Services / BPO
Tayabas City, Quezon

Responsible for coordinating all administrative activities related to an organization's personnel. Prepares financial reports for management as needed; Processes payroll on a weekly basis.

Mar 2020 - May 2020
(2 Months, 4 Weeks)

Senior Administrative Officer

Samann Investments
Hotel / Hospitality
Male City

Responsible for the daily general administration of a company.

Oct 2018 - PRESENT
(4 Years, 7 Months)

Administrative Assistant I

Department of Education
Government
Barangay Talipan, Pagbilao, Quezon

Provides administrative assistance to Auditor.
Performs administrative duties.
Receives and greets incoming visitors in a professional manner. Direct them to the proper individual and assist them with their needs.
Collect relevant information and documentation related to specific audit assignments; calculate, compute, and verify data.
Assist in organizing and maintaining the audit working papers.

Aug 2017 - Apr 2018
(8 Months, 4 Weeks)

Intern

Commission on Audit
Government
Capitol Compound, Lucena City

Organized and filed audit working papers and supplementary documentation.
Reviewed petty cash disbursements, purchasing transactions and travel expense reports.
Performed other duties assigned.

Mar 2016 - Aug 2016
(6 Months, 9 Hours)

Bookkeeper/Accounting Staff

Quezon Travel and Tours Multi-Purpose Cooperative
Travel / Tourism
Barangay V, Lucena City

Maintained records of financial transactions by establishing accounts; posting transactions;
ensure legal requirements compliance. Handles cash and deposits using proper accounting procedures and documentations.
Developed system to account for financial transactions by establishing a chart of accounts;
defining bookkeeping policies and procedures.
Balanced general ledger by preparing a trial balance; reconciling entries.
Prepared financial reports by collecting, analyzing, and summarizing account information and trends.
Provided administrative support.
Calculated fixed assets and depreciation.
Answered telephone, performed daily and weekly administrative duties.

Educational Attainment

Jun 2014 - Jun 2018

Manuel S. Enverga University Foundation

Bachelor's / College Degree

Bachelor of Science in Business Administration Major in Management
Accounting

Licenses / Certifications

Aug 12, 2018

CSC Civil Service Exam - Professional Level

000000

Aug 15, 2017

SAP Business One

00000

Sep 15, 2015

TESDA Certified Bookkeeper NCIII

0000000

Government Documents

Passport

ID Number: P2831977A

Place of Issue: DFA LUCENA

Date of Expiration: Apr 22, 2022

NBI Clearance

ID Number: M453JM0E79-DK393312

Date of Expiration: Jan 07, 2021

Skills

Accounting Skills | Microsoft Office | Communication Skills | Data
Entry Skills | Bank Reconciliation | Financial Reports

Languages

English | Tagalog