

## **DAX NIEL L. MARAMBA**

Nick Name: **“dax”**

Door 8 Sanchez Bldg., Sancianko Street

Cebu City 6000 Cebu Philippines

Mobile Number: 0948-3551-946

Telephone Number: (032)-266-4162

E-mail Address: daxniel.lopez@gmail.com



Date of Birth: February 10, 1991

Age: 22 years old

Citizenship: Filipino

Status: Single

Passport Number: EB5574574

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### ***Objectives:***

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To be a part of a team who wish to be successful in the field of administrative, management and accounting jobs with one focus and determination for the benefit of the company and the employee as well.

### ***Skills & Competencies:***

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- ▶ highly motivated person to work with proficiency in both oral and written English Communication;
  - ▶ has good analytical ability to solve issues concerning company problems with excellent working attitude in order to maintain harmonious relationship with co-employees;
  - ▶ has enough knowledge of accounting in accordance with Philippine Accounting Standard, Financial Reporting Standard and Generally Accounting Standard Principles that applies in bookkeeping and Financial Reporting.
  - ▶ has wide experience in accounting software such as Quickbooks and SAP.
  - ▶ has wide experience in using latest MS Office applications, MS Outlook, web technology and internet tasks.

***Work Experiences:***

**June 04, 2012 – August 13, 2013**

**Policy Administrator**

**UnitedHealth Group Global Services Inc.,**

**7<sup>th</sup> floor Calyx Centre IT Park**

**Lahug, Cebu City**

**Software used in processing: TIBCO, RUMBA MAINFRAME,**

**Functions:**

- Responsible for processing payments made by policy holder through check or electronic fund transfer.
- Responsible for processing request from acceptable and authorized person such as name and address change, change in bank information, etc. (within the scope of work of policy administrator specialization unit).
- Responsible for verification of data (outbound call if given data was insufficient or ambiguous).

**May 28, 2011 – May 30, 2012**

**Accounts Receivable Staff**

**Young Auto Supply Co.,**

**312 M J Cuenco Avenue Cebu City**

**(032) 255 1811**

**Software used: SAP**

**Functions:**

- Responsible in monitoring daily sales.
- Responsible for preparation of monthly sales (Gross and Net).
- Responsible for preparation of Statement of Account
- Responsible for preparing and printing of Account receivable per aging.
- Responsible for reconciliation of accounts in SAP.
- Responsible for Payroll preparation
- Responsible in maintaining books (receipts and disbursement).

***Education:***

June 2007 – May 2011 (4 years)

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**Graduated**

**B.S. Accountancy**

Gensantos Foundation College- Inc.

Bulaong Ext. General Santos City

June 2013 – September 2013

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**Review Class**

University of San Jose-Recoletos

***References:***

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**Mr. Jayson L. Taneo**

Technical Support  
Stream Global Services.  
I.T. Park Lahug, Cebu City  
Contact #s: +63-17-3085759

**Mr. Breniel L. Remoroza**

Policy Administrator Spec – Team Lead  
UnitedHealth Group Global Services Inc.,  
7<sup>th</sup> floor Calyx Centre IT Park  
Lahug, Cebu City  
Contact #s: +63-42-3850768

**Ms. Rolita Marine - Caballero**

Policy Administrator Spec – Rep  
UnitedHealth Group Global Services Inc.,  
7<sup>th</sup> floor Calyx Centre IT Park  
Lahug, Cebu City  
Contact #s: +63-32-8745749

***Certification:***

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I hereby acknowledge and certify that the above information are true and correct based on my knowledge and beliefs.

3/2/2014

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Dax Niel L. Maramba  
Applicant