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# KATHERINE M. GRIMALDO

Lot 14 Blk 46 Naning St., Ph 8, Calmar Homes Subd.,

Brgy. Kanlurang Mayao, Lucena City Quezon Philippines

**Email Add:** **kathy.marquez21@yahoo.com**

**Mobile No**. +639328473147

**CAREER OBJECTIVE**

To serve a challenging position in your organization that will utilize my education, experienced and abilities to further my career opportunities.

**PROFESSIONAL EXPERIENCE**

**COOPERATIVE BANK OF QUEZON PROVINCE**

**HEAD OFFICE**

Granja cor Leon Guinto sts., Lucena City

Tel. No. (042) 373-5103

**Designation** **Year**

* Accounting Associate Feb 2014 up to August 2018
* Responsible in overseeing the accounting functions of the HO /branch operations to provide the management and other internal users with accurate, complete, relevant and timely financial information to be used in decision making
* Assist the Manager in the operations such as act as Reliever in his/her absence, thus performs overrides in the CASA withdrawals and other non-cash transactions based on authority given.
* Responsible in the preparation of periodic financial reports and ensuring compliance of financial reporting requirements for submission to government regulatory bodies ( e.g. BSP, PDIC, BIR, CDA) and to the management in accordance with the Phil financial Reporting Standards and Phil Accounting Standards (PFRS and PAS
* Responsible in ticketing, checking, posting, recording and balancing of transactions including encoding and closing of month end reports manually and GL integrated accounting system.
* Undertakes regular reconciliation of books of accounts , unannounced cash counts of cash in vault and petty cash funds and physical inventory of accountable forms and FFE
* Conducts training of subordinate employees in the form of formal program facilitation, mentoring , or on-the-job training. Supervise subordinate employees performance and completion of task assignments
* Participates in collegial planning for policies, procedures and systems, problem-solving and decision making, and performance monitoring through participation in standing and adhoc committees, task forces, and project teams
* Audit Assistant June 2012 up to Feb 2014
* Accounting Assistant May 2010 up to May 2012

**TRAINING**

* Internal Audit and Internal Control Seminar

Rural Bankers Association of the Philippines

Intramuros, Manila

March 20, 2013

* Orientation on Information Security

Queen Margarette Hotel

Lucena City

February 16, 2013

* Seminar on Effective Business and Report Writing

Informatics Office at J. Seven Bldg.

Granja cor. L. Guinto Sts., Lucena City

January 20, 2013

**EDUCATIONAL BACKGROUND**

Tertiary : **Manuel S. Enverga University Foundation**

Bachelor in Science in Business Administration

Major in Management Accounting

April 2010

**SKILLS**

## VI. MEMBERSHIP/AFFILIATION

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* Communication and interaction with different kind of people
* Computer skills

**MEMBERSHIP/AFFILIATION**

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* Rotaract Club of Candelaria July 2007 - 2012

Candelaria, Quezon

* Business Management Association of the 2008 -2010

Philippines-MSEUF Chapter

**AWARDS/CITATION RECEIVED**

* 2nd Place JPIA Annual Quiz Bowl MSEUF- Candelaria, 2007
* Gold Medal Awardee, Rotaract Community Service Award, 2010

**PERSONAL INFORMATION**

Nickname : Kathy

Birthdate : April 29, 1990

Gender : Female

Age : 28 y/o

Marital Status : Married

Height : 5’1

Nationality : Filipino

Religion : Roman Catholic

Spouse : Wilfredo Grimaldo Jr.

*I hereby certify to the correctness of the above information.*

**Katherine Marquez-Grimaldo**