



APRIL JOY ANDINO



Contact



Cumba Lian, Batangas



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0946-256-1844



ajandino0406@gmail.com



Personal Data

Date of Birth : April 6, 1995
Place of Birth : Quiapo, Manila
Citizenship : Filipino
Sex : Female
Height : 5'2



Technical Expertise

Language : HTML, C, Visual Basic, PHP
Database : My SQL
Operating System : Microsoft Windows XP
: Microsoft Windows 7
: Microsoft Windows 8
Computer Application : MS Word, MS Excel, MS Powerpoint



Trainings and Seminar Attended

- **Updating Duties and Responsibilities of Posting Clerk & RAO**
ACC Bldg. #59 Kamias Road, Brgy. Pinyahan, Quezon City
December 7, 2019
- **Accounting Updates for 2016**
ACC Bldg. #59 Kamias Road, Brgy. Pinyahan, Quezon City
September 10, 2016
- **Accounting Policies and Procedures**
ACC Bldg. #59 Kamias Road, Brgy. Pinyahan, Quezon City
August 8, 2015
- **3rd International Information Technology Conference**
"Moving Beyond Innovation"
Henry Lee Irwin Theter, Ateneo de Manila University
September 13, 2014



Career Objectives

To land a job that fits my entire knowledge and skills and to have an opportunity to work with well mannered, good natured individuals in a well established company who needs a flexible, honest and hard working employee



Education

- **Bachelor of Science in Information Technology**
2011 - 2015
Batangas State University - ARASOF Nasugbu, Batangas
- **Secondary**
2007 - 2011
Matabungkay National High School Matabungkay Lian, Batangas



Work Experience

- **Advance Credit Corporation - Nasugbu**
July 08, 2015 - present
Office Staff - Posting Clerk
 - Verify client's status religiously to both individual & Microfinance branches near the resident of prospective member.
 - Tick mark Summary of Loan Payment particularly the Total Amount Collected, Outstanding Balance, also compare payments in Branch's & Clients Copy.
 - Post payment of Client on Run-up based amount posted in Summary of Loan Payment.
 - Compute for the Penalty for clients who commits lapses.
 - Compute for Overdue Interest for those clients who turn Past Due.
 - Validate Deposit Slips against collection remittance Logbook.
 - Notify BM for all qualified clients for rebates.
 - Maintain Statement of Account (SOA) & Ledger for all Past Due Account.
 - To answer/attend all loan balance inquiries.
 - To maintain confidentiality of all transactions/report.
- **On the Job Training**
December 17 - April 17, 2015
Municipality of Lian - Treasurer's Office
 - Deliver Vouchers & Checks to prospective departments.
 - Released Check All Funds.
 - Organized RPT files alphabetically & per Barangay.
 - Preparation of Motor Franchise
 - Transmit Vouchers to Accounting Department



Researches

"CECS STUDENT E-PLANNER : an android application for CECS Student



Character Reference

Mr. Conrado Amil Jr.
Branch Manager - Nasugbu Branch

APRIL JOY ANDINO
APPLICANT