




# MARCHIE L. JOVEN

INVOICING/ACCOUNTING STAFF

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 marchiejoven0321@gmail.com

 Purok 6 Overview, San Isidro  
Bunawan, Davao City, Davao  
Del Sur

## EDUCATION

**IT/Software Development**  
**AMA Computer Learning Center**  
2009-2011

**Davao City National High School**  
2008-2009

**Teodor Palma Gil Elementary School**  
2008-2009

## SKILLS

Flexibility

Team Collaboration

Ability to Learn Quickly

Multi-tasking

## LANGUAGE

English

Tagalog

Bisaya

## Experience

○ Sep 2015 - Present  
Davao Golden Hardware, Inc.

### Invoicing Staff/Accounting Staff

- Carefully reviewed each invoice and requisition for payment, resolving errors prior to processing.
- Processed invoice payments and recorded information in the account database.
- Coordinated workflows and delegated tasks for bill checking, posting and credit note processes.
- Prepared month-end closing entries for detailed reporting and record keeping.
- Gather banking transactions and recorded activity in Excel format to maintain consistent documentation.
- Contributed to the integration of new accounting software, enhancing overall efficiency.
- Supported internal and external audit processes, providing necessary documentation and explanations.

○ July 2015 - Sept 2015  
Marcafil Enterprises

### Personal Secretary

- Generated and distributed invoices to obtain fee payments.
- Answered inbound telephone calls promptly, directing clients, vendors and general queries to relevant teams.
- Maintained organised filing system documenting business operations.
- Created accurate reports using Microsoft Excel spreadsheets.
- Gathered banking transactions and recorded activity in Excel format to maintain consistent documentation.

○ Jan 2012 - May 2015  
Innovista Technologies Inc.

### RMA Officer/Technical Support

- Service coordinator backup for laptop, quoting, and parts shipping.
- Assist customers regarding concerns from: defective parts, exchanges, late or lost deliveries, invoicing errors, repairs, missing items, parts damaged during transit, address changes, credits, problems with customs etc.
- Answered mailed, emailed, telephoned and in-person requests for service and information.
- Handling customer problems both internally and externally.
- Managed smooth operations and communicated timely updates to coordinate administrative activities.
- Creating and updating documentation for common technical issues and solutions.
- Building and maintaining a knowledge base for internal and external use.

## OTHER PERSONAL INFORMATION

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Date of Birth : March 21, 1993

Place of Birth: Davao City

Gender : Female

Civil Status : Single

Father's Name : Rodolfo Joven

Occupation : Retired

Mother's Name : Elma Joven

Occupation : Domestic Helper

## Reference

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May Huraño

Davao Golden Hardware / HR

Phone: 0917-6327623

Sarah Jean Anumbay

NCCC San Pedro CM / CSA

Phone: 0995-6136877

Anthon John Odog

NCCC NHQ / ISD - APPS

Phone: 0977-1928928