

RENALYN DE PAZ

Blk. 25 Molave St., Brgy. Addition Hills Mandaluyong City
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OBJECTIVES

I am looking for a job where I will enhance my skills and capabilities especially to share my knowledge for the excellence of the company.

WORK EXPERIENCE

Distribution & Control Products, Inc. - Mandaluyong City Nov 2019 – Apr 30, 2024

Accounting Assistant

- Perform general bookkeeping, journal entries, posting of transactions to Quickbooks.
- Prepare purchase orders and send copies to suppliers and to departments originating requests
- Prepare reports on accounts payables and receivables.
- Prepare weekly collection reports; cash flow forecast reports, etc. as required by management.
- Maintain, update and secure an efficient filing system of customer accounts, supplier and vendor accounts.
- Perform and/or assist in the audit departmental expenses, fixed assets, inventory, employee advances, etc.
- Assist in complying with BIR audit investigation by collating and documents required for submission to BIR.

Cinco Corporation (Potato Corner) - Mandaluyong City

Mar 2018 – Mar 2019

Operations Associate

- Provide secretarial assistance to Head of Franchise Operations Department and Sales Managers.
- Organize internal and external meetings, taking minutes as required.
- Organizing travel by booking accommodations and reservations needs as required.
- Responsible for system-based transactions such as Purchase Request, Materials Supplies Issuance, Receiving Receipts and Request for Check Payments.
- Researching and conducting data to prepare documents for review and presentation to boards of directors, committees, and executives.
- Filing documents, as well as entering data and maintaining databases.
- Directing internal and external calls, emails, and faxes to designated departments.
- Takes charge of collecting and distributing/routing communication materials (eg. reports).
- Coordinator with supplier for installation store's menus and signage.

Philippine Airport Ground Support Solutions Inc. - NAIA, Pasay City

Mar 2017 – Mar 2018

Resource Planner

- Provide resource planning for CSP operations and define & forecast resource allocations per flight.
- Responsible for processing and recording of crewmember schedule adjustment
- Maintains crew records; sick calls, vacations, days off, flight hour limits.
- Ensures each flight is legally covered with the appropriate crew compliment.

Porta Coeli Industrial Co., Inc. - Mandaluyong City

Feb 2015 – Dec 2016

Secretary

- Completes a broad variety of administrative tasks for the President including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Answers telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Arrange conferences, events, meetings, travel reservations for office personnel and prepare minutes of the meeting.
- Complete forms in accordance with company procedure and compose, type and distribute meeting notes, routine correspondence and reports
- Performing minor accounting duties and ensuring the President's documents and digital files are filed and kept in order.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Establish work procedures and schedules
- Actively participate in all staff engagement activities organized by team members and assist in coordinating activities to make an event successful.
- Officer-In-Charge in monitoring and endorsing LTO registration papers for clients and branches.
- Coordinator for availability and issuance of check payment

EDUCATIONAL BACKGROUND

The University of Manila - Sampaloc, Manila

Jun 2010 – Mar 2014

Bachelor of Science in Computer Science

SKILLS

Wordpress, HTML, Quickbooks, Acumatica, Microsoft Office Suite, Canva, Adobe Photoshop, Filmora X

AWARDS

Marvelous Multitasker Award

December 2015

Luzon Head Office, Porta Coeli Industrial Co., Inc.

PERSONAL DATA

Gender: Female
Date of Birth: April 25, 1994
Civil Status: Single
Citizenship: Filipino
Religion: Catholic

I hereby certify that the above information are true and correct to the best of my knowledge.

Renalyn De paz