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**KAREN M. PAHANONOT**

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**OBJECTIVE:**

To be part of an organization where I can use my skills and expertise in the field of management and further enhance, to accomplish high level of performance through training and development and to become proficient in facing the reality in business and economy, for a better and challenging position.

**WORK –RELATED EXPERIENCE**

**TSUNEISHI HEAVY INDUSTRIES (CEBU), INC-**

**On-the-job-training (OJT)**

West Cebu Industrial Park- SEZ, Buanoy, Balamban, Cebu 6041 phillipines

Tel # (+63-32)-230-8400 to 8422 Fax # (+63-32)-333-2230/ 234-0311

[www.thici.com](http://www.thici.com)

June 15, 2012- September 21, 2012

**Job Description:**

* Responsible in Conducting PC inventory system
* Install software such as Win7, WinXP, and MS Office, Anti-virus, and printers
* Troubleshoot all Department PC’s
* Terminate LAN cables
* Responsible in answering telephone calls
* Set up and deploy computers in all department
* Made sure all job requests are were taken care of
* In charge in Creating new accounts
* Assemble computer parts
* Encoding PC inventory papers
* Printer installation and sharing

**METRO RETAIL STORES GROUP INC. Formerly VICSAL**

Corporate Office, Vicsal Building | CD Seno corner WO Seno Streets

Barangay Guizo, North Reclamation Area, Mandaue City 6014

Tel #032-230-8390

**ACCOUNT PAYABLE-Verifier/ Jr. ACCOUNTING CLERK**

Accounting Department

August 8, 2013-Present

**Job Description:**

* Prepares financial reports and ensure timely submission of reports
* Evaluates and / or encodes in the system various reports such as inventory, Transfer, and undelivered, cancelled, and other reports related store operations.
* Prepare and verify daily reports and post sales transactions to the journal /ledger/daybook
* Encoding payable invoices in the oracle system
* Balancing the discrepancies/variance of the payable invoices for suppliers
* Processes accounts payable invoices for suppliers
* Answer phone calls from suppliers concern about the payment of invoices if it is paid or unpaid
* Reconciles inventory record in the system with actual physical inventory data
* Processes payments billing activities like water district and electricity bill
* Made sure all job requests are were taken care of

**PERSONAL INFORMATION**

Date of Birth : October 25, 1992

Birth Place : Cantabaco, Toledo City

Religion : Roman Catholic

Citizenship : Filipino

Gender : Female

Weight : 45 Kgs.

Height : 5’0’

Skills:

* Able to write and communicate the following Lingua Franca: Bisaya, Tagalog, English.
* Knows how to maintain and manage computer.

**EDUCATIONAL BACKGROUND**

**UNGRADUATE STUDIES**

**Bachelor of Science in Information Technology**

St. Catherine’s College

Carcar City, Cebu

2009-2013

**SEMINARS AND TRAININGS ATTENDED**

Safety Training Block Orientation Seminar

Tsuneishi Heavy Industries (CEBU), INC

June 13, 2012

Health and Safety Orientation Seminar

Tsuneishi Heavy Industries (CEBU), INC

June 13, 2012

**WORK ACHIEVEMENTS**

* Part of Clearing Team
* Pool Cashier during Peak season

**CHARACTER REFERENCES**

Ms. Godelia Rodrigo

Account Payable Supervisor

Metro Retail Stores Group Inc.

09255899483

Mr. Joseph Alcontin

Data Integrity Group

Metro Retail Stores Group Inc.

09334070302

Ms. Joan Pardo

Department Supervisor

Metro Retail Stores Group Inc.

09333269444