



# GENEROSE GARCHITORENA

MANAMA PLAZA, JUFFAIR RD. 2444, BLK 324, BAHRAIN • +973 36935144 • gengarchi@gmail.com

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## SUMMARY

Results-driven professional with a diverse background in customer support and accounting. Known for flexibility, attention to detail, and a strong work ethic. Committed to delivering outstanding results and continuously striving for excellence in all endeavors.

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## WORK EXPERIENCE

### AD GLOBAL TRADING CO. W.L.L | MANAMA, BAHRAIN

Aug 2023 - Present

Junior Accountant cum Admin

- Posting Journal Entries: Ensure all business transactions are recorded accurately.
- Updating Accounts Receivable: Issue invoices and manage receivables
- Updating Accounts Payable: Perform reconciliations and ensure timely payment of invoices.
- Financial Statements: Assist in the preparation of balance sheets, income statements, and other financial reports
- Expense Review: Assist with reviewing expenses, payroll records, and other financial data.
- Support Senior Accountants: Assist in the preparation of monthly/yearly closings and other accounting projects.
- VAT Reporting: Assisting in the preparation and submission of VAT reports, ensuring compliance with tax regulations.
- Administrative side: performed clerical duties, managed visa renewals, rental income tracking for property of owner, handled monthly bill payments—including EWA, rent, GOSI, and LMRA

### CONCENTRIX | PHILIPPINES

June 2020 - June 2022

Email Support

- Respond to Customer Inquiries: Manage and respond to customer inquiries and support requests via email in a timely and professional manner.
- Resolve Issues: Investigate and resolve customer complaints and concerns, providing solutions and detailed explanations.
- Provide Product Information: Offer information and guidance about the company's products and services.
- Maintain Records: Keep a record of customer interactions and transactions for future reference.

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## ADDITIONAL INFORMATION

- **Technical Skills:** Adept with Microsoft 365, Excel, Google sheets, Google Docs
- **Accounting Software:** Tally Erp 9, Odoo, Pact
- **General skills:** Attention to Detail, Public Relations, Teamwork, Time Management, Positive Attitude, Effective Communication, Critical Thinking
- **Languages:** English, Filipino

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## EDUCATION

2018-2023

### **Bachelor of Science in Accountancy**

Saint Louis University  
Baguio City, Philippines

### **Accountancy, Business and Management**

2016-2018

University of the Cordilleras  
Baguio City, Philippines

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## REFERENCE

Available upon request