

# Rose Marie A. Vargas

B17 L4 Marawi Street Phase 3 Dela Costa Homes 2 Caloocan City

09152883422

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## PROFESSIONAL SUMMARY

Focused and well adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for top client services. Detail oriented with extensive knowledge of cash and record maintenance.

## SKILLS

- Knowledgeable in Microsoft Office: Word, Excel (Pivot Tables, Power Query, Data Append, Macros), PowerPoint, Teams, Copilot
- Cash Flow & Budget Analysis
- Invoice Coding, Processing & Reconciliation
- Bookkeeping skills
- Financial reporting
- Strong Attention to Detail & Data Accuracy

## TOOLS

- Microsoft Offices
- Oracle
- Salesforce
- Accpac
- Xero
- Unimarket
- Paypal

## WORK EXPERIENCE:

June 08, 2018 – 2019

### Registrar Assistant

Immaculada Concepcion College

Soldiers Hills III Subd., Barangay 180, North, Caloocan City

- Grade computation
- Grade recording
- Computation management

October to December 2021

### Personal Loan Specialist (OJT)

Royal C marketing Services

7Rs Bldg. 2nd Floor Blk 6 Lot 51 F. Halili Highway San Jose Del Monte Bulacan

- Encoding receipts
- TIN recording
- On-call and Walk-in assistance
- Salary computation

October 26, 2022 to July 10, 2023     **Accounting Receivable Assistant**  
Global Officium Limited INC.  
629 EDSA Cubao, Quezon City  

- Encoding Sales
- Reconcile any Irregularities in receipts
- Monthly Inventory
- Branch Operation Employee & other Accounting Staff Relationship
- Maintain precise records of all incoming sales

July 11 to January 15, 2024     **Accounting Payable Assistant**  
Global Officium Limited INC.  
629 EDSA Cubao, Quezon City  

- Encoding Purchase Order/Invoices
- Printing of 2307
- Monthly Inventory
- Supplier Relationship & other Accounting Staff Relationship
- Assisting Audits
- Compute Vat, Non Vat Goods & Services

February 05 to February 05, 2025     **Accounting Receivable Assistant / GL**  
Global Payments Process Centre, Inc.  
16th to 22nd Floors Vertis North Corporate Center Tower 3. 50 North Avenue,  
corner Mindanao Ave Ext, Quezon City, 1105 Metro Manila  

- Encoding Order/Invoices
- Checking customers P.O/Payments
- Bank Recon
- Other Accounting Staff Relationship internationally
- Assisting Audits
- Emailing Clients Internal and External
- Trial balance
- posting debit/credit wire transactions
- Updates and maintains accounting journals, ledgers and other records detailing financial business transactions
- Assists in accounting errors in accordance with given instructions

#### **SEMINAR ATTENDED:**

February 24, 2017     **HIV/AIDS Awareness**  
Immaculada Concepcion College  
Soldiers Hills III Subd., Barangay 180, North, Caloocan  
**(Speaker)**

December 01, 2017     **Bartending as a Profession**  
Splash Mountai Resort, Los Banos, Laguna

August 03, 2019     **A Seminar on the Revised Corporation Code (RCC): Republic Act No. 11232**  
5th floor Multi-Purpose Hall La Concepcion College, 3rd Campus

**EDUCATIONAL BACKGROUND:**

Tertiary:

2018 – 2022

**LA CONCEPCION COLLEGE**

Kaypian Rd., Cor. Quirino Highway, City of San Jose Del Monte, Bulacan

**Bachelor of Science in Accountancy**

(Cum Laude)

Secondary:

2016 – 2018

**IMMACULADA CONCEPCION COLLEGE**

Soldiers Hills III Subd., Barangay 180, North, Caloocan City

Accountancy, Business and Management (ABM)

2012 – 2016

**PANGARAP HIGH SCHOOL**

Narra Ave., Barangay 182, Pangarap Village, North, Caloocan City

(Academic Achiever)

Primary:

2006 – 2012

**PANGARAP ELEMENTARY SCHOOL**

Narra Ave., Barangay 181, Pangarap Village, North, Caloocan City

(Academic Achiever)

**CHARACTER REFERENCE:**

**John Raynold Balacanao**

09177353186

Data Analyst @ TASKUS.