



MARIBEL VELOS-SANCHEZ

Data Entry Clerk

SKILLS:

- Proficient of the following computer software:
 - ✓ SAP
 - ✓ ACCPAC
 - ✓ MS Word
 - ✓ MS EXCEL
 - ✓ MS POWERPOINT

- With basic knowledge in basic accounting and bookkeeping transactions
 - ✓ Journalyze Transactions
 - ✓ Post Transactions
 - ✓ Prepare Trial Balance
 - ✓ Prepare Financial Reports
 - ✓ Review Internal Control System
- Fast typing
- Editing Skills
- Accurate data entry
- Attention to detail
- Can operate office machines (printer, fax, scanner, and photocopier)
 - Ability to work independently or in a team
 - Ability to follow instruction and/or instructions accurately
 - Discretion with confidential data
 - Self-driven and result oriented
 - Leadership Skill
 - Ability of decision making in a sense of responsibility
 - Conflict Resolution
 - Trustworthy
 - Hardworking, flexible and can wok under pressure
 - Ability to learn

OBJECTIVE:

To have a successful and meaningful online job by importing my knowledge, skills and experiences for the betterment of the company that I'll be working.

CONTACTS:



Antipolo City, Rizal
Philippines 1870



63-9771334024



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[facebook.com/maribel.velos](https://www.facebook.com/maribel.velos)

EDUCATIONAL ATTAINMENT:

- Tertiary** : **Datamex Computer College**
Recto, Manila, Philippines
- Course** : **Two-Year Automated Office System Management**
(Computer Secretarial)
1994 - 1996
- Secondary** : **Bato School of Fisheries**
Bato, Leyte, Philippines
1985-1989
- Primary** : **Talisay Elementary School**
Talisay, Hilongos, Leyte, Philippines
1979 – 1985
(2nd Honorable Mention)

TRAININGS AND SEMINARS ATTENDED:

- **BOOKKEEPING NCIII (Training and Assessment)**
Teksquad Institute of Information Technology
Gatsby Building, M. L. Quezon St., Antipolo City, Rizal, Philippines
September 26 to November 28, 2019 (292 hours)
 - ✓ **National Certificate III**
Competent (Ratings: 95.5 %)
 - ✓ **Certificate of Completion**
292 hours complete
- **GENDER AND DEVELOPMENT & ENTREPRENEURSHIP SEMINAR**
Teksquad Institute of Information Technology
Gatsby Building, M. L. Quezon St., Antipolo City, Rizal, Philippines
November 15, 2019 (1 day)
- **ESRS (Electronic Submission of Remittance Schedule) EMPLOYERS' FORUM 2018**
PAG-IBIG (HDMF)
Antipolo, Rizal, Philippines
September 29, 2018 (8:00am – 12:00nn)
- **EPRS (Electronic Premium Remittance System) EMPLOYERS' FORUM 2018**
PHILHEALTH Conference Room
Corporate 145 Bldg., No. 145 Mother Ignacia Ave.
Brgy. South Triange, Quezon City, Philippines
July 13, 2018 (8:00am – 3:00pm)
- **SEMINAR ON NEW BUSINESS REGISTRANTS and BRIEFING ON THE TRAIN LAW**
(Tax Reform for Acceleration & Inclusion (per R.A. No. 10963)

Bureau of Internal Revenue, Revenue Region No. 7, RDO 046
RDO46 Conference Room, Taytay, Rizal, Philippines
March 23, 2018 (9:00am – 12nn)

- **MICROSOFT OFFICE '97 Using MS-WORD**
- **MICROSOFT OFFICE '97 using MS-EXCEL**
- **DESKTOP PUBLISHING using PAGEMAKER 6.5**
- **WORDPROCESSING using WORDPERFECT 5.1**
- **WINDOWS '95**

Rogationist Computer Training Center

St. Anthony's Boy's Village, Lalaan II, Silang, Cavite
(January to May, 1998)

WORKING EXPERIENCES:

- **FINANCE /ADMIN PERSONNEL**
HYGIEIAN INSTITUTE OF EDUCATION, RESEARCH AND TRAINING, INC.
Lot 9 Block 10 Mango Bend St., Greenland Exec. Subd.
San Juan, Cainta, Rizal, Philippines
(February 9, 2018 to July 11, 2019)

DUTIES AND RESPONSIBILITIES:

- ✓ Prepare, Generate and Update data entries of employers/employees mandatory contributions for three (3) companies owned by my employer
 - PRN – Social Security System
 - EPRS – Philippine Health
 - Home Development and Mutual Fund
- ✓ Prepare Check/Cash Payable Vouchers – payment/s for three (3) companies owned by my employer of the following:
 - SSS, PHILHEALTH, & HDMF
 - Employee's Salaries or Payroll
 - Outsource Speaker's Honorarium
 - Petty Cash Fund
 - Vendors/Suppliers
 - Others
- ✓ Prepare Application and Completion Forms with supporting documents to be submitted to PRC (Professional Regulatory Board)
 - Monitors (PRC Website) and follow-ups (thru email) the approval of CPD (Continuing Professional Development) seminars (for Pharmacists) and Sales/Medical Representative (Detailmen)
- ✓ Prepare Statement of Account (Billing Statement)
- ✓ Prepare and update Ageing Report of Accounts Receivable
- ✓ Send emails to clients to follow-up collection
- ✓ Handle bank deposits and withdrawals
- ✓ Handling of Petty Cash Fund and prepares liquidation & reimbursement report
- ✓ Monitor Daily Attendance Record of employees for 3 companies
- ✓ Monitor and purchase supplies (for handouts and other office supplies)
- ✓ Review and Print Training/Seminar Handouts
- ✓ Prepares and compile printed handouts into sliding folder

- ✓ Prepares, packing all needed/important things to be sent/brought to the designated venue of trainings/seminars
- ✓ Monitors Daily Schedule of Seminars/Training
- ✓ Encoding, Printing, Scanning and Photocopying of documents
- ✓ Handles incoming phone calls
- ✓ Handles clerical tasks
- ✓ Assesses on some trainings/seminars
- ✓ Entertains and welcome clients and trainees
- ✓ Review and double check all branch transactions
- ✓ Issue Official Receipts
- ✓ Prepare Certificate/s for the attendees of seminar/training

➤ **ACCOUNTING ASSISTANT (ACCOUNTS RECEIVABLE AND BILLING STATEMENT)**

MEDFORD RX SOLUTIONS, INC.

(MEDEXPRESS DRUGSTORE – the No. 1 Delivery Drugstore)

E. Rodriguez Ave., Brgy. Bagumbayan, Quezon City, Philippines

(May 24, 2007 to May 10, 2014)

DUTIES AND RESPONSIBILITIES:

- ✓ Monitors and validate Daily Sales Report of four (4) branches.
- ✓ Check all receipts and other supporting documents (Prescription and Medical Certificate)
- ✓ Type accurately the financial transactions into computer software (SAP).
- ✓ Sort documents according to customer account for billing.
- ✓ Reconcile and Provide data of Senior Citizen Discount to other client (franchised).
- ✓ Reconcile accounts in a timely manner.
- ✓ Prepare billing statement.
- ✓ Follow-up payments of customer/s.
- ✓ Prepare Ageing report and update payments of clients using MS Excel.
- ✓ Reclassify or adjust some erroneous entries on database
- ✓ Filing of documents
- ✓ Apply check payments from customer to computer software SAP.
- ✓ Send Discrepancy Report to upper manager

➤ **OFFICE STAFF**

LAYLA LUMELAY

CYCLE CHECK MOTORCYCLE STORE

Mandaluyong City, Philippines

(May 4, 2001 to August 17, 2004)

DUTIES AND RESPONSIBILITIES:

- ✓ Monitor daily sales
- ✓ Prepare and update monthly target collection and Journal entries
- ✓ Monitor and receive daily collection
- ✓ Prepare documents for motorcycle and cash loan and type accurately the important information/s.
- ✓ Prepares check receipts
- ✓ Receive payments and prepare official receipts.
- ✓ Receive daily collection and validate Official Receipts

- ✓ Handle bank deposits and withdrawals
- ✓ Validate deliveries of stocks
- ✓ Encode Customer's Information into the database
- ✓ Assist customers
- ✓ Answer phone calls and inquiries.
- ✓ Handles clerical tasks

➤ **SUPERVISOR**

TIME-MAE MARKETING

Tondo, Manila, Philippines
(1999 to March 2001)

DUTIES AND RESPONSIBILITIES:

- ✓ Supervise all employees (sewers, trimmers, cutter and delivery personnel)
- ✓ Received deliveries of fabric supplies and validate
- ✓ Monitor cut fabrics to provide supplies to the sewers.
- ✓ Monitor inventories
- ✓ Prepare weekly payroll
- ✓ Assist trimmers on finishing especially if their will be a target dealines to be delivered
- ✓ Prepare and validate delivery of fabric T-Shirts
- ✓ Answer phone calls
- ✓ Prepare reports for the management
- ✓ Suggest and draw some new designs

➤ **LIAISON OFFICER**

TAN ASSOCIATES – PHILAMLIFE INSURANCE COMPANY

Juan Luna St., Binondo, Manila, Philippines
(1995 to 1997)

DUTIES AND RESPONSIBILITIES:

- ✓ Answer phone calls
- ✓ Print Insurance policy for the prospected client/s and agent/s
- ✓ Delivers check payments and other documents to main branch
- ✓ Type important clients' information
- ✓ Sort documents
- ✓ Make office areas clean and in a proper order
- ✓ Handles other clerical tasks

CHARACTER REFERENCES:

➤ **MR. GERONIMO B. MEDRANO**

Associated Person
Imperial, De Guzman, Abalos & Co., Inc.
Ground Floor, EDSA Central Square
Shaw Blvd., Mandaluyong City. Philippines
Contact Number: 63-927-5644657

➤ **MS. ROGELIA CALCENA**

Accounting Supervisor

Philippine Transmarine Inc.

89 T. Sulit, Brgy. Martirez, Pateros, M. M.

Contact Number : 63-915-2135724

➤ **MS. LEONILA M. OCAMPO, RPH, MS**

President /CEO

Asia Pacific Institute for Medication Management, Inc.

Hygieian Institute of Education, Research and Training, Inc.

Philippine Academy for Workforce Services, Inc.

Cainta, Rizal, Philippines

Contact Number: 63-917-8209318