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| C:\Users\csi pricing\Desktop\picture for profile\mye2.jpg |  | MAYLA REVOLDILA  BOOKKEEPER / DATA ENTRY / ENCODER |
| Profile *Data Encoder and General Bookkeeper with 3+ years of experience using both the single-entry and double-entry systems for small-sized businesses. Aspiring to utilize my strong organization skills and attention to details to support the financial department of your company. Possess a bachelor’s degree in accounting.* Contact PHONE:  +63 923-103-4373  EMAIL:  Maylarevoldila78@yahoo.com skills: Skills #1 Proficient in Google Suite  Microsoft (Word, Excel,   PowerPoint)  Skills # 2 Knowledge on QuickBooks  Pro and QuickBooks Online |  | EDUCATIONLuzon Colleges Perez Blvd., Dagupan City, Philipinnes June 1996 – April 2000  Bachelor of Science in Accountancy WORK EXPERIENCECSI Warehouse Club, Inc. – PRICE COMPTROLLER July 2005–Present   * Perform critical invoice checking to ensure the correct amount of cost in every items. * Maintain daily updated and accurate records of cost, mark-up and retail/wholesale price. * Review receipt, price list and monitor product prices to search for discrepancies; troubleshoot quantity discrepancies between stock and records. * Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs * Track rates of accuracy, purchase, and return as well as defective items to inform quality control decisions. * Prepare, generate, and file financial reports; review reports monthly with management. * Nurture positive relationships with suppliers and provide customer service as needed.  CSI The City Mall – BILLING CLERK April 2004 – June 2005   1. \* Issue invoices to customers 2. \* Issue monthly customer [statements](https://www.accountingtools.com/articles/2017/5/16/statement) 3. \* Update customer files with issued invoices 4. \* Process credit memos 5. \* Update the customer master file with contact information 6. \* Enter invoices into customer invoicing web sites 7. \* Submit invoices by [electronic data interchange](https://www.accountingtools.com/articles/2017/5/6/electronic-data-interchange)    Padi’s Point Restaurant & Bar - BOOKKEEPER December 2001–March 2004   * Reconcile the orders taken with the day's receipts and the day's reports to make sure they are accurate. * Keep track of receipts and compare them to the restaurant budget. And also look inventory counts to make sure that the levels of ordering are appropriate. Sometime looking the coolers and shelves to ensure proper recording. * I am responsible for payroll and paying outside food and supply accounts. I double check time cards and make sure that employees are recording their hours according to their schedules. I also prepare invoices. Bills are reconciled and payments made on schedules to maintain good credit scores for the restaurant's management. * I count and reconcile the cash, checks and credit card receipts with the day's totals and prepare the deposit slip. I also check the bank receipts and maintain the totals in the general ledgers.    **SKILLS** Skills #1 Proficient in Google Suite  Microsoft (Word, Excel, PowerPoint)  Skills # 2 Knowledge on QuickBooks  Pro and QuickBooks Online |