

**BARBOSA, MARIEL D.**  
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**KEY QUALIFICATIONS:**

- More than 3-year experience as a Loan Clerk and Marketing Officer and presently a General Bookkeeper in a Banking Industry.
- 7+ Years Job Experience in Admin and Customer Service with basic accounting skills.
- Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations.
- Well developed communication and strong customer orientation with excellent phone etiquette.
- Positive attitude and able to work in a fast pace environment
- Flexible, hardworking, organized, works well in under pressure situation.
- Proficient in the use of Microsoft office such as Word, Excel, Outlook, Power point, Internet and email.
- Good Typing skills
- My motivation, personality, experiences can be a real asset for any organization.

**WORK EXPERIENCE:**

**General Bookkeeper**  
Sunrise Rural Bank, Inc  
Y. Zuño St., Poblacion B  
Rosario, Batangas  
February 1, 2021- Present

**Job Responsibilities**

- Recording transactions in the appropriate company account ledgers using spreadsheets or accounting software
- Reviewing account ledgers for accuracy and correcting errors, such as duplications or typos
- Preparing and filing basic financial documents, such as income statements, profit and loss (P&L) statements and totals by account
- Reconciling accounts by comparing bank information to records
- Organizing receipts, invoices and physical copies of financial documents
- Assisting with tax payments and returns

**Customer Service Associate**

Alorica Philippines Lipa  
SM City Lipa  
Lipa City, Batangas  
September 3, 2019- Present

**Job Responsibilities**

- Attending to phone calls and chat messages for clients' customers
- Providing proper resolution to customers' concerns

**Accounts Clerk / Secretary / Receptionist**

Rajay International LLC  
Damac XL Tower, Business Bay  
Dubai, United Arab Emirates  
December 13, 2014- October 31, 2018

**Job Responsibilities**

- Entering and verifying sales and purchase invoices as well as receipt and journal vouchers.
- Tracking and monitoring quality of data entry from all sources.
- Allocation of payments against invoices.
- Gathering / updating data to maintain account records for each customer and suppliers.
- Preparing/tracking and releasing cheques.
- Handles incoming calls and do collection follow up calls.
- Other tasks that may assign from time to time by the General Manager.

**Accounting Assistant**

Philippine Transmarine Carrier, Inc.  
May 14, 2013- November 23, 2014

**Job Responsibilities**

- Processing extra allotments of crews on board.
- Monitor and releasing cheques to be deposited to respective banks of allottees.
- Handling emails from officers and crew on board vessels.
- Doing clerical works such as filing, sending fax and documentation of reports.
- In-charge in receiving office stationery deliveries and coordinate with all departments for their office supplies requirements.
- Other tasks that may assign from time to time.

**Customer Service Assistant**  
Meridien Business Leader, Inc.  
June 14, 2012- April 24, 2013

**Job Responsibilities**

- Accepting payments for utility, credit card, real estate and other bills.
- Processing government issued documents such as authenticated birth certificate, death certificate and CENOMAR from National Statistics Office. NBI Clearance, Professional Regulatory Commission ID Renewal and SSS Payments.
- Selling Prepaid Cards and Electronics load and attending to customers' queries with connection to the mall activities or locations of different boutiques inside the mall.
- Dealing with all foreign exchange transactions.
- Balancing and banking at the end of the day.

**On- the- Job Training**

Philippine Airlines  
November 2011- February 2012

**Job Responsibilities**

- Encoding the Mabuhay Miles Cardholders updates on their profile.
- Ensure day to day timely flow of information and provide support service to all departments.

**EDUCATIONAL BACKGROUND:**

**DE LA SALLE LIPA  
BACHELOR OF SCIENCE IN BUSINESS  
ADMINISTRATION**

Major in Marketing Management  
1962 J.P. Laurel St. Lipa City  
April 2012

**ACHIEVEMENTS:**

**CSC Career Service Professional  
Eligible**

May 27, 2012 80.01%

**Prepared a Service Plan for Philippine  
Airlines**

"A PROPOSED SERVICE PLAN FOR  
INTERNATIONAL FLIGHTS OF  
PHILIPPINE AIRLINES"

**PERSONAL DATA:**

<b>Date of Birth</b>	:	July 17, 1991
<b>Nationality</b>	:	Filipino
<b>Civil Status</b>	:	Single

*I hereby certify that the above information is true  
and correct to the best of my knowledge and belief.*

  
**MARIEL D. BARBOSA**