



ANGELA NICOLE GALVEZ

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

CONTACT

- Antipolo City
- +639985900613
- glvzangl@gmail.com

CORE QUALIFICATIONS

- Good in communication skills
- Time Management
- Detail Oriented
- Computer Literate
- Flexible in Changes
- Microsoft Office Oriented
- Experienced in using Quickbooks, Microsoft Dynamics (NAVISION)

REFERENCES

Engr. Paul Anthony Saenz

RGL Bio Alliance Corporation
Senior Field Service Engineer

09229287444

Arlene Ponce De Leon

Toyota Shaw
Marketing Supervisor
09177388515

EXPERIENCE

Accounting Assistant/Officer **CITADEL SHIPPING SERVICE INC** **TEXTRON CORPORATION** **TEXKONSTRUCT, INC**

- 08/21 - 10/22
- Used Microsoft Dynamics to generate and prepare weekly, monthly reports
- Bookkeeping with attention to accounts receivable, accounts payable, banking reconciliation
- Maintaining Accounting Records
- Billing and Collection
- Prepare documented accounts updates
- Utilizing in-house and Client Systems
- Payroll
- Handling Accounts Receivables and Payables
- Assist in preparing Financial Statements

Accounting Staff **RGL BIO ALLIANCE CORPORATION**

- 01/21 - 08/21
- Updating and Monitoring Financial Records
- BIR Bookkeeping
- Handling and ensuring Expense Reports, Office expenditures
- Handling of reimbursements and Cash Advances
- Entering financial transactions into our internal databases
- Manage utilities and other payables
- Quickbooks

EDUCATION

2020

Bachelor of Science Accounting Technology
Technological Institute of the Philippines - Quezon City

2015

Secondary Education

Infant Jesus Academy - Antipolo City

2011

Primary Education

St. Gabriel Montessorri School - Antipolo City

TRAININGS & SEMINARS

2023

- **PRO VA Bookkeeping In-Depth Training**
- **Quickbooks Online Pro Advisor Certification (Certified Pro Advisor)**

