

# KIM ADRIAN C. REALES

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## OBJECTIVE

To seek a career opportunity in a reputed company that will harness and develop my knowledge and expertise in the electronics and communication industry towards making significant contribution to the growth and development of the company.

## WORK-RELATED EXPERIENCE

### TOA GLOBAL – TARLAC / CLARK

- **Admin Bookkeeper**
  - **March 2023 - Present**
    - Accounts payable team for Trilogy Care, Australia.
    - Outbound and inbound calls in assisting providers and consumers with their concerns regarding their invoices.
    - Paying providers for the services rendered to our consumer.
    - Reimbursing consumers with the services rendered to them.
    - May 2023 employee of the month.
    - Paying invoices via the use of CRM, MYOB and Xero.
    - Prepares EOM Management Reports
    - Maintaining and closing the client's books of accounts (AR, AP)
    - Processing Australian Payroll
    - Assists clients in accounting system conversion from MYOB to Xero.

### FEDEX - CLARK

- **Clearance Agent Associate**
  - Preparing customs entry documentation based on paperwork supplied with the shipment.
  - Checking if all customs documentation is completed correctly.
  - Contacting clients by email and phone to provide any missing or unclear information necessary to allow customs clearance.
  - Ensure the correct identification and accurate input of shipment information into appropriate systems.
  - Produce and validate customs data and paperwork to support the achievement of regulatory and internal compliance standards and to ensure timely clearance.
  - Ensuring accuracy within a fast-paced goal orientated environment
  - Quality Lead Member - Task to conduct weekly review presentation meeting to discuss feedback and errors from customs broker for team to improve quality.
  - Quality Driven Management Member.
  - Classify goods according to tariff coding system (EUROPEAN HS CODE).

- Check export documentation to determine cargo contents and use tariff coding to classify goods according to fee or tariff group.
- Coordinating with clients via chat/email about the update of follow up request of specific shipper company or shipment.
- Working with managers and Quality leads and Team members to implement new rules and strategies.
- Calculate other duty charges and tariff payments owed on shipments.
- November 2, 2021 – March 10, 2023

#### **Cruz – Garcia Bookkeeping and Accounting Sales ( Tarlac City, Philippines)**

##### **▪ Bookkeeper**

- Develop monthly financial statements, including cash flow, profit and loss statements and balance sheets
- Collect sales taxes from customers and remit them to the government
- Ensure that receivables are collected promptly
- Purchase supplies and equipment as authorized by management
- Record cash receipts and bank deposits
- Balance and maintain accurate ledgers
- June 2016 – September 2017
- October 2018 – October 2021

#### **SMART Communications Incorporated – San Fernando, La Union**

##### **▪ On-the-Job Training – Technical Operations Center**

- Troubleshooting downed sites within the designated area (La Union)
- Maintaining sites under engineers' supervision
- Encoding list of materials used on troubleshooting
- Encoding list of downed sites
- April 2015 – June 2015

#### **Tarlac State University – Tarlac City**

##### **▪ Student Assistant – College of Engineering**

- Provided clerical assistance to college dean
- Provided clerical assistance to faculty

#### **OVERSEAS EXPERIENCE**

##### **• Au Pair – Cultural Exchange program**

Count Basiegracht 51, 5629RC Eindhoven, Netherlands  
Bax Family  
October 2017 – (October 2018)

#### **KEY STRENGTHS AND SKILLS**

- Computer and Technical Literacy (Microsoft Office Programs, Basic Programming Language (CISCO), Auto Cadd,, Software and Hardware Troubleshooting)
- Proficient in Filipino and English language

- Beginner in Dutch Language
- Good in Leaderships and Innovative Skills
- Highly-motivated, hardworking, perseverant, works well under pressure and a team player

## **EDUCATIONAL ATTAINMENT**

### **Tarlac State University**

Bachelor of Science in Electronics Communication Engineering  
June 2009 – March 2016

### **Don Bosco Technical Institute – Tarlac City**

Secondary Education  
Electrical Specialization Course Diploma  
June 2005 – March 2009

## **SEMINARS AND TRAINING**

### **Integrated Services Digital Broadcasting – Terrestrial: The Road to Digital TV Broadcast – March 22, 2013**

College of Human Kinetics AVR, TSU, Tarlac City

### **33 Strategies of Board Exam Success – January 25, 2014**

College of Engineering AVR, TSU, Tarlac City

### **Advancement in Electronics Technology - March 10, 2014**

College of Engineering AVR, TSU, Tarlac City

### **“ECE PO AKO!”: Uplifting to the ECE Student Body the Sense of Professionalism and the Urge to become Outstanding**

July 26, 2014

Holy Angel University Auditorium, Angeles City

### **Calculator Techniques – September 12, 2014**

College of Engineering AVR, TSU, Tarlac City

### **Basic Mechatronics - October 27, 2014**

Room EE6, College of Engineering, TSU, Tarlac City

### **Biometrics Technology - January 24, 2015**

College of Engineering AVR, TSU, Tarlac City

### **Basic Fiber Optic Technology - April 30, 2016**

Business Center, TSU, Tarlac City

### **Industrial Robotics - May 14, 2016**

McDonalds, Ninoy Aquino Blvd., Tarlac City

### **Basic Instrumentation - May 17, 2016**

Room EE6, College of Engineering, TSU, Tarlac City

## **GROUP AFFILIATION**

**Institute of Electronics and Communications Engineers of the Philippines**

Active Member – June 2013 – Present

## CHARACTER REFERENCE

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