



ANALIZA PATAC NEGRE

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Objective:

To enhance my knowledge and skills.

Professional Experience:

Date: November 23, 2021- up to present

Position: Finance Staff

Nico Investigation & Security Services, Inc.

Calceta St., Cogon District, Tagbilaran City

Duties and Responsibilities:

- Assists in following up collections from clients.
- Records accounts receivable and monitors payment.
- Audits cash advances to guards in each subsidiary.
- Reconciles discrepancies of payments from clients.
- Checks petty cash replenishment prior to check preparation.
- Reconciles bank statements.
- Prepares monthly expenses and monthly Income Statement Report.
- Conducts month end inventory of Paraphernalia, Uniforms and Shoes.

Date: December 8, 2019- March 8, 2020

Position: Waitress (Snack Bar)

Little Darling Snack Bar

Iida, Nagano, Japan

Duties and Responsibilities:

- Suggests food and beverages, be well versed with the menu, its method of preparation and accomplishments
- Attends to customer's orders.
- Maintains cleanliness and orderliness of the workplace.
- Maintains excellent grooming standard at all times.
- Maintains the highest level of professionalism, ethics and attitudes towards all guests.
- Performs any duties assigned from time to time.

Date: June 2015- June 2018

Position: Tourist Assistant

Metroland Travel and Tours

Tagbilaran City

Duties and Responsibilities:

- Greets and welcomes guests upon arrival.
- Responsible in booking a tour guide and a van or car to be used during tour.
- Maintains friendly attitude towards guest.
- Prepares the ferry tickets or plane tickets be ready after the tour for the convenience of the guests.
- Performs other jobs assigned from time to time.

Position: Branch Accountant

Wide Wide World Express Corporation

Pascor Drive, Sto. Nino, Paranaque City

Duties and Responsibilities:

- Branch Accountant of Cagayan de Oro (CGY) and Cebu Branch (CEB).
- Responsible in analyzing and accomplishing accurate and timely financial data of the branch to be used for the preparation of monthly Financial Statements in order to assist the Management in directing the operations of the area.
- Accomplishes monthly accounting reports of the branch based on the review/ analysis and consolidation of financial transactions.

- Monitors regularly cash position report of the branch by verifying and checking collection, deposits, disbursements and withdrawals.
- Validates daily collection report summary to determine if all collections were deposited intact.
- Monitors and reviews request for payment and check vouchers prepared by Accounting Assistant posted in the system prior to check preparation.
- Reviews and audits branch payroll.
- Reviews monthly computation of withholding taxes, SSS premiums, Philhealth and other employee-employer contributions before remittance.
- Prepares monthly, quarterly and annual reports required by government agencies (BIR, SSS, Philhealth etc.).
- Approves/ disapproves inter-branch debit and credit charges from one branch to another raised in GLNet accounting system.
- Performs other duties assigned from time to time.

Date: October 2007- September 2010

Position: Accounting Clerk/ Credit and Collection Officer

Ecolaser International Corporation

#7947 Teka St., San Antonio Village, Makati City

Duties and Responsibilities:

- Prepares payroll.
- Prepares monthly, quarterly, and annual reports to BIR (1601C, 1601E, 2550M, 2550Q, 1702Q).
- Responsible in compiling, reviewing, recording and reconciling AP invoices within general guidelines.
- Making weekly collections to clients through phone calls.
- Prepares weekly collection forecast.
- Making schedules to collectors for the confirmed checks to be picked up.
- Issues official receipts to collectors.
- Prepares collection report.
- Records collection to BIR Relief Data Entry System.
- Performs other related jobs as assigned.

Date: December 2004- October 2007

Position: Stock Analyst- OIC

Southstar Drug, Inc.

Maybunga, Pasig City

Duties and Responsibilities:

- Orders drugs through the automatic reorder system using the pharmacy software.
- Communicates to office whether products are fast or slow moving.
- Makes daily schedules for branch personnel.
- Attends seminars and meetings as scheduled by the main office.
- Resolve customers' complaints that may arise positively.
- Performs other related jobs assigned.

Education:

College:	2000- 2004	Holy Name University	Tagbilaran City, Bohol
		Bachelor of Science in Commerce	
		Major in Managerial Accounting	

Personal Data:

Age	: 42 years old
Date of Birth	: May 31, 1982
Place of Birth	: Catigbian, Bohol
Citizenship	: Filipino
Religion	: Roman Catholic
Civil Status	: Separated
Height	: 4'11"
Weight	: 160 lbs
Blood Type	: Type O
Dominant Hand	: Right Handed
Father's Name	: Victorino Patac (Deceased)
Mother's Name	: Amelia Erediano

Skills:

Proficient in speaking and writing in English and Filipino, has acquired skills in computer programs such as MS Word, MS Excel, MS Access and Advanced Linux, with knowledge in accounting systems (Quickbooks, GL Net System and SAP). Has ability to multi-task to meet deadlines.