

# JUDY ANN CUIZON RIMANDO

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Samarqand St., Al Nahda, Sharjah  
United Arab Emirates

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## PERSONAL DETAILS

**Gender:** Female  
**Birthdate** 16 Jun 1993  
**Status:** Married  
**Height:** 150 cm.  
**Weight:** 48 kgs.  
**Nationality:** Filipino  
**Religion:** Christian  
**Passport No:** P9072408B  
**Issued at:** Philippines  
**Expiry date:** 23 Feb 2032  
**Visa Status:** Residence Visa  
(Transferable)  
**Expiration:** February 2025

## EDUCATIONAL ATTAINMENT

**Bachelor of Science  
In Business Administration-  
Management Accounting**

**Northeastern College**  
Santiago City, Isabela  
Philippines  
April, 2014

## CIVIL ELIBILITY

**Civil Service Examination -  
PPT Professional Level**  
12 Mar 2017

With an average score of  
**86.76%**

## PROFESSIONAL SUMMARY

Experienced Accounting Staff with exposure to Cashiering, Bank Reconciliations, Budget Management, Procurement and Customer Service. Gathered 6 years tenure in management including Mid-Level Position.

## SKILLS

- ❖ Bank Reconciliation, Invoicing and Payments
- ❖ Cash and Check Management
- ❖ Computer Literate – MS (Word, Excel-VLOOKUP, Pivot...)
- ❖ Excellent analytical and communication skills.
- ❖ Clerical Support and Customer Service.
- ❖ Proficient in Oral and Written English.

## JOB EXPERIENCE

### **Jea's Sugar Craft**

Science City of Munoz, Nueva Ecija, Philippines

Shopee and Lazada Philippines Affiliate Seller Providing Basic Baking Needs and Hand Crafted Edible Cake Decorations for Bakers Nationwide.

**Designation: Home Based Business Owner**  
**February 2020 – Present**

#### **Duties and Responsibilities:**

- Procured, Purchased, and Produced Edible Products as well as Basic Baking Supplies for Distribution to Clients Nationwide.
- Online Marketing, Product Posting and regularly updates Inventory on Affiliate Selling Flat forms, ensuring to cater the needs of existing and potential clients hands on.
- Successful Shipping and Tracking down of Goods from time to time to ensure its timely arrival to Buyers.
- Monitored Cash flows and Inventories regularly, reconciling them to Bank Statements and Flat form Count.

### **Philippine Carabao Center**

Central Luzon State University, Science City of Munoz, Nueva Ecija, Philippines

An attached agency of the Department of Agriculture whose mission is to breed and cross carabao based on high-yield buffalo in the Philippines as a multi-purpose animal that can be raised for milk, meat, hide, and draft..

**Designation: Accounting Staff- Budget and Procurement**  
**June 21, 2017 – February 2020**

#### **Duties and Responsibilities:**

- Prepared Budget Utilization Report.
- Prepared Report on Summary of Releases of both General and Revolving Funds.
- Reviewed and Prepared Report of Budget Allocation for each section.

## ACHIEVEMENTS

### INSURANCE COURSE PROGRAM

Universal Professional and  
Consultancy Services (UPCS)  
Santiago City, Philippines  
26 Oct 2013

ADJUDGED:  
"Top Performing Student"  
with an average score of  
92.32%

- Reconciliation of Budget (Obligation Request and Budget Utilization).
- Reconciliation of Issued Checks to its Corresponding Utilization.
- Maintained and Updated Records Budget Balance Per Section.
- Prepared Obligation Request for General Fund.
- Prepared Budget Utilization Request for Revolving Fund.
- Received and Validated Documents attached in the purchase requests base on approved Annual Procurement Plan (APP).
- Prepared Requests for quotations, Abstract of Quotations and Purchase Orders.
- Maintained Records of PR's and PO's for monitoring and traceability.

### **Grupo Marilen Incorporated**

Santiago City, Isabela, Philippines

One of the Largest Distributor in the Region offering a broad line of products and services from Basic Commodities, to Groceries, Telecommunications, Food Services, And Freight.

**Designation: Treasury Assistant**  
**September 1, 2014 – May 15, 2017**

#### **Duties and Responsibilities:**

- Prepared cash and cheques for bank deposit and payment to Suppliers.
- Prepared and submit weekly bank reconciliation report.
- Monitored Cash flow ensuring that desired liquidity is regularly controlled.
- Prepared Disbursement Vouchers and issued cheques for payments.
- Monitored payables (Utility Bills, Long term Loans, Purchases, etc.).
- Supervised Cashiers and Successfully Coordinated to Remittance Center Partner with their respective Remittance transactions.
- Acted on Administrative functions from time to time as directed by management and directly reports and assists the company CEO in daily basis.
- Ensured that all assigned company assets are properly maintained, stored and duly accounted for at all times.
- Directs Phone Calls, Mails and Guests to designated Offices as needed.

**Designation: Corporate Cashier**  
**May 5, 2014-August 2014**

#### **Duties and Responsibilities:**

- Received Daily Sales/Collection Remittances from Sales Agents.
- Successful Safekeeping of Sales Remittances and prepare money for deposit.
- Prepared Statement of Accounts for distribution to customers.
- Recorded daily sales/collection remittances and Submitted Weekly/Monthly Sales/Collection Remittance Reports.
- Successful Audit Findings on Deposited Collections against actual Sales.

I hereby declare that the foregoing information are to the best of my knowledge, all true and correct.

  
**Judy Ann Cuizon Rimando**