

JUDY ANN CUIZON RIMANDO

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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