

**WORK EXPERIENCE SHEET**

- Duration: May 11, 2020 – present
- Position: Junior Accountant II
- Name of Office/Unit: Accounting Department
- Immediate Supervisor: Gilbert Pavo, CPA
- Name of Agency/Organization and Location: Bontoc Multi Purpose Cooperative, Bontoc, Southern Leyte, Region VIII

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible for preparing and reviewing monthly financial statements with supporting schedules of the Main Branch; organizes and updates financial records; preparation of books of accounts; performs cash count and check; preparation of bank reconciliation report of branch; prepares journal vouchers and payable vouchers; conducts quarterly and annual actual inventory count; maintains central filing system with complete supporting documents and performs other related functions.

- Duration: August 19, 2019 – May 10, 2020
- Position: Junior Accountant I
- Name of Office/Unit: Accounting Department
- Immediate Supervisor: Jonathan Kuizon, CPA
- Name of Agency/Organization and Location: Bontoc Multi Purpose Cooperative, Bontoc, Southern Leyte, Region VIII

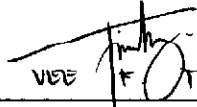
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible for preparing and reviewing monthly financial statements with supporting schedules of the Main Branch; organizes and updates financial records; preparation of books of accounts; performs cash count and check, prepares journal vouchers and check vouchers for loan releases; conducts quarterly and annual actual inventory count; maintains central filing system with complete supporting documents and performs other related functions.

- Duration: February 01, 2018 – August 18, 2018
- Position: Accounting Clerk I
- Name of Office/Unit: Accounting Department/Home Office
- Immediate Supervisor: Cherry Joy C. Masangkay, CPA
- Name of Agency/Organization and Location: Bontoc Multi Purpose Cooperative, Bontoc, Southern Leyte, Region VIII

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible in performing administrative and technical tasks; organizes and updates financial records of Home Office; preparation of books of accounts; prepares journal vouchers and payable/disbursement vouchers of all branches; maintains central filing system with complete supporting documents and performs other related functions.

- Duration: July 19, 2017 – January 31, 2018
- Position: Teller I
- Name of Office/Unit: Cashiering Department
- Immediate Supervisor: Melinda Tomaub
- Name of Agency/Organization and Location: Bontoc Multi Purpose Cooperative, Bontoc, Southern Leyte, Region VIII

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible for handling clienteles/members financial transactions e.g. deposits, withdrawals, transfers, encashment, loan payments; answering inquiries, informing customers of new services and product promotions, ascertaining customers' needs, and directing customers to a branch representative; process microfinance loans; issuance of official receipts and passbooks to clients; reconciles cash drawer by proving cash transactions, counting and packaging currency and coins; preparation of daily cash count and report; maintains supply of cash and currency and turns in excess cash and mutilated currency to Cashier

  
Zenny VEE TIMBANG  
(Signature over Printed Name  
of Employee/Applicant)

Date: 08/05/2021