

# SHEKAINAH MAE LINA MOLDEZ

Diligent employee with knowledge of accounting expertise, accounts payable, and accounts receivable. Aiming to leverage my skills to fill in your company.



✉ moldezshekainah@gmail.com

📞 09677007903

📍 Baybay City, Philippines

## WORK EXPERIENCE

### **Accounts Receivable Clerk** MAC Builders

10/2019 - Present

Accounting Department

- Prepare Sales Order.
- Prepare Sales Invoice and Statement of Account for Customers.
- Manage Collections.
- Match order forms with invoices and record necessary information.
- Classify, record, and summarize numerical and financial data to compile and keep financial records using journals and ledgers or computers.

Contact: Elizalde Adalla - 09171070007

### **Accounts Payable Clerk** MAC Builders

10/2020 - Present

Accounting Department

- Make Payable Voucher for Sub Contractor Billings.
- Make Journal Entry in the ledger and system.
- Make sure that all documents are complete with signature before processing.

Contact: Rosa Mae Bohol, CPA - 09175751389

## EDUCATION

### **Bachelor of Science** Saint Peter's College of Ormoc

04/2019

BS in Accountancy

- Accounting/Finance

### **Bachelor of Science** Western Leyte College, Inc.

03/2017

BS in Accounting Technology

- Accounting

## SKILLS

Analytical Ability



Microsoft Programs



Financial Record and Processing



File/Record Maintenance



Computer Literacy



Time Management



## CERTIFICATES

Civil Service Eligibility (03/2018 - Present)

Professional Level

## LANGUAGES

English

Full Professional Proficiency

Tagalog

Professional Working Proficiency

Bisaya

Native or Bilingual Proficiency