

WORK EXPERIENCE SHEET

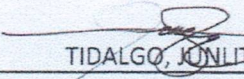
Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: April 22, 2021 – present
- Position: Finance Associate
- Name of Office/Unit: Finance and Accounting
- Immediate Supervisor: Ron Ely Atayan
- Name of Agency/Organization and Location: Assured Freight Logistics Corporation, Intramuros, Manila
- List of Accomplishments and Contributions (if any)
 - Created an enhanced Excel File as our database for the billing and collection
- Summary of Actual Duties
 - Responsible for the billing preparation to be sent to the respective clients. In addition, I am responsible for the collection of the said billing. Also performed, reconciliation of financial transactions related to the receivables of the company.

- Duration: November 15, 2019 – May 15, 2020
- Position: Finance Associate
- Name of Office/Unit: Finance and Accounting
- Immediate Supervisor: Evangeline Ong
- Name of Agency/Organization and Location: Dfore Operations Center Inc., Ortigas Center, Pasig City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., assist my immediate supervisor in payroll preparation, preparing the mandatory contributions (EE and ER), performed monthly bank reconciliation, record all the financial transaction through the Quickbooks, budget forecasting and budget requesting.

- Duration: September 7, 2016 – March 15, 2018
- Position: Administrative Assistant
- Name of Office/Unit: Budget and Disbursements Department
- Immediate Supervisor: Emma Salinas
- Name of Agency/Organization and Location: Philippine Deposit Insurance Corporation (PDIC), Ayala Ave., Makati City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., recording of daily transactions, bank reconciliation, assist in annual preparation.


TIDALGO, JUNLITO M.

(Signature over Printed Name
of Employee/Applicant)

Date: March 5, 2024