

Maresol J. Labog

Address: 103 Bloom Al Mankhool Building,
Al Mankhool, Bur Dubai, Dubai
Contact No. +971559677957
Email address: maresollabog05@gmail.com



Qualifications

Good computer skills with a knowledge of common bookkeeping and spreadsheet programs.

Excellent verbal, written and personal communication skills.

Self-motivated, maintains a high level of energy.

Fast learner, tolerant, flexible, and dynamic and alters to different situations and conflicts.

Working Experience

Las Casas Filipinas De Acuzar, Ph

Designation: **Accounting Assistant**

Duration: **July 25 2022–December 19 2022**

Job Description

1. Responsible for assisting Accountants with basic bookkeeping and accounting tasks. Duties include reconciling bank records, drafting financial documents and invoicing customers or collecting payments. Specified as follows.

- Reconcile invoices and identify discrepancies.
- Create and update expense reports.
- Process reimbursement forms.
- Prepare bank deposits.
- Enter financial transactions into internal databases.
- Check spreadsheets for accuracy.
- Maintain digital and physical financial records.

2. Assist Accountants and other financial professionals with creating and editing financial documents.

NeoDocto Inc.

On-the-Job Training

Designation: **Associate Marketing and Sales**

Duration: **2021 (October – December)**

Las Casas Filipinas De Acuzar

On-the-Job Training

Designation: **Bookkeeping**

Duration: **2017 (December)**

Educational Background

COLLEGE:

Bachelor of Science in Accounting Information System

2018-2022 Bataan Heroes College

Balanga City, Bataan Philippines

Senior Highschool:

(Home Economics - Food Technology Strand)

2016 - 2018 St. Jaime Hillario School - De La Salle Bataan

Balanga City, Bataan Philippines

Personal Information

Nationality : Filipino

Date of Birth : 07, April 2000

Place of Birth : Bagac, Bataan - Philippines

Gender : Female

Civil Status : Single

Height : 5'4"

Visa Status : Visit Visa

I hereby certify that all information written above is true and correct to the best of my knowledge and beliefs.

Character reference available upon request.