

**MARIBELLE C. BARCENA**

36571971

barcena.maribelle16@gmail.com

**ABOUT ME**

Strongly focused on the ability to complete tasks accurately in a fast-paced environment with accurate manner and conflicting deadlines. Driven to achieve the best results for all done works. Hardworking and fast learner.

**LANGUAGES**

FILIPINO  
ENGLISH

**PERSONAL DETAILS****BIRTHDATE:**

February 16, 1994

**NATIONALITY:**

Filipino

**MARITAL STATUS:**

Single

**VISA STATUS:**

Employed

**SKILLS**

COMPUTER LITERATE

ADAPTABLE

FAST LEARNER

PROFESSIONAL

ACCURATE

SELF ORIENTED

**WORK EXPERIENCE**

COMPANY NAME : *HYDUR COUTURE W.L.L*  
 INDUSTRY : *FASHION & FRAGRANCES MANUFACTURING*  
 DURATION : *SEPTEMBER 2023 – UP TO PRESENT*  
 POSITION : *ACCOUNTANT*

**RESPONSIBILITIES:**

- ✚ Converting Sales from Online Store to invoices in Accounting System.
- ✚ Validation & Recording of Payments & Expenses.
- ✚ Quotation, Invoices and Receipts Issuance
- ✚ General Accounting includes: Expenses, Receivables & Payables.
- ✚ Debit & Credit card Reconciliation.
- ✚ Preparing of Financial Reports at the of the month
- ✚ Payroll
- ✚ Filing VAT

COMPANY NAME : *SOFITEL BAHRAIN ZALLAQ  
THALASSA SEA & SPA*  
 INDUSTRY : *HOTEL/HOSPITALITY INDUSTRY*  
 DURATION : *March2022 – September 2023*  
 POSITION : *ACCOUNTS PAYABLE SUPERVISOR*

**RESPONSIBILITIES:**

- ✚ Payment preparation & issuance to all Suppliers.
- ✚ Validation of expenses & payments.
- ✚ Posting a bulk of invoices and ensuring that it will charge to a correct account and cost centers.
- ✚ Supplier's Statement of Account Reconciliation.
- ✚ Credit card reconciliations.
- ✚ Issuing vacation leave salaries and final settlements of the employees.
- ✚ Filing all the cheques payments and receipts on its respective file for Audit purposes.

COMPANY NAME : **ENERGY TOWER CONTRACTING & AIRCONDITIONING WLL**

INDUSTRY : **AIRCONDITIONING INSTALLATION & MAINTENANCE**

DURATION : **April 2021 – March 2022**

POSITION : **ACCOUNTS/ADMIN/HR/PURCHASING OFFICER**

**RESPONSIBILITIES:**

- + All activities for all Government entities that can be done online.
- + Updating employees' records includes computation of salaries, vacation leave with pay and indemnity, also, payroll processing and distribution.
- + Sending letters, issuing memos, and scheduling of appointment meeting with clients.
- + General Accounting includes: Expenses, Receivables & Payables.
- + Updating client's statement of accounts.
- + Bank reconciliation
- + Filing VAT

COMPANY NAME : **PANDA FASHIONS**

INDUSTRY : **TAILORING**

DURATION : **April 2015 – April 2021**

POSITION : **SECRETARY/ACCOUNTS/ADMIN/HR**

**RESPONSIBILITIES:**

- + Processing Visa Application, Renewal, Transfer, Cancellation and other activities done under LMRA, SIJILAT and GOSI.
- + Responsible for paying monthly bills in all government entities.
- + Updating employees' records includes computation of salaries, vacation leave with pay and indemnity, also payroll processing and distribution.
- + Answering inquiries thru telephone calls, also receiving e-mail and replying in a timely manner.
- + Filing VAT

**EDUCATION:** **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**  
Iloilo State College of Fisheries – San Enrique Campus  
(ISCOF – SEC)  
San Enrique, Iloilo, Philippines  
2010 – 2014

*I hereby certify that the information that comes before it is accurate and true.*

**MARIBELLE C. BARCENA**  
APPLICANT'S NAME