**MARIZ B. AVILA**

Flat #2 Bldg. 1162 Rd. 883

Gudaibiya, kingdom of Bahrain

Mobile/WhatsApp #+973 35528655

Email- [avila\_mariz@yahoo.com](mailto:avila_mariz@yahoo.com)

**OBJECTIVES:**

* To contribute and enhance my experience whereby I can impart my knowledge and skills for the benefit of the company.
* To apply my capabilities and contribute to organization and develop my potentials, knowledge and skills.

**PERSONAL PROFILE:**

* Age : 27 yrs. Old
* Date of birth : : March 14,1993
* Religion : Roman Catholic
* Nationality : Filipino
* Marital Status : Married

**EDUCATIONAL ATTAINMENT:**

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

Major in Human Resource Development Management

Philippine Computer Foundation College Inc.

2015

**OCAMPO NATIONAL HIGH SCHOOL**

Ocampo, Camarines Sur

2009

**SKILLS:**

* Good communication and inter-personal skills
* Good attention to detail and observation
* Happy to work individually and as part of a team

**WORK EXPERIENCE:**

**SECURITY HUB SPC**

https://securityhubbh.com/

Junior Accountant

Bahrain

September 2018-Present

Job Duties:

* Maintaining accurate record and documentation for accounts payable, purchasing, and accounts receivable using manual accounting system.
* Recording incoming (collection) and outgoing (payment) transactions using Cash Flow in daily basis.
* Preparing client’s monthly invoices and updating accounts receivable ledgers and records in timely manner.
* Ensuring all clients’ payments are correct, based on invoices issued and issuing official receipt. Responsible on responding all clients’ enquiries regarding invoices.
* Preparing and checking bank deposits or transfer from clients received payments and updating its general ledger.
* Preparing monthly income sheet and proposed checks to be released or scheduled to pay.
* Preparing pay check and disbursement vouchers for approved payments which includes rentals, payroll, purchases and other company’s operating expenses.
* Updating outstanding balances from vendors which are paid in installment basis.
* Collecting monthly attendance sheet and preparing office staffs and security staffs payroll. Distributing and collecting singed pay slips.
* Computing and preparing staff’s settlement (Indemnity and leave salary) at the end of the service.
* Managing petty cash, recording transactions and maintaining supporting documents, receipts and vouchers.
* Checking the general ledger and cash flow entries for accurate record. Preparing bank reconciliation.
* Assisting audit process through answering auditor’s enquiries and providing records, bank statements and other supporting documents required on auditing.

**REFERENCE**

**ROSE ANN M. AGNO**

Supervisor

Planet Donut, Bahrain

34216288

**JANAKA HERATH**

Operations Manager

Security hub SPC

Bahrain

39893634

**DECLARATION:**

*I hereby certify that the above information are true and correct for the best my knowledge*.

**MARIZ B. AVILA**

Applicant