

AIRA GEPIGA GERSALIA

Personal

Address

St. Therese Street, SPS-1
1609 Rosario, Pasig

Phone

0910-575-1968

E-mail

ayagersalia20@gmail.com.com

OBJECTIVE

To secure employment with a reputable company, where I can utilize my skills, business studies background and professional experiences to the maximum and contribute to the success of the company.

EDUCATION

Jun 2014– Nov 2018

Bachelor of Science in Accounting Technology

Sorsogon State College– Bulan Campus

Aug 2022– Dec 2022

Certification for Professional Teachers

Southern Luzon Institute (KRAMS)

TRAININGS ATTENDED

Nov. 26, 2019

Office Archiving Workshop

Beehive Technologies, Pioneer Pasig, City

Jun 19-21, 2015

Leadership Training– Training for Trainers

Sorsogon State College, Sorsogon, City

WORK EXPERIENCE

Mar 2019– Apr 2020

Accounting Assistant

The Mango Tree Hotel Corp, Bagong Ilog Pasig, City

Preparation of check vouchers and disbursement report

Recording and posting invoices through Quickbooks

Checking and reconciling monthly sales report

Processing Business Permits and Payment of BIR taxes

Internal audit of Sales, Inventories and other assets

Jul 2021– Jun 2022

HR Service Delivery New Associate

Accenture, Inc. Rosbinsons Boni Mandaluyong, City

Daily bank reconciliation with ADP Smart Compliance

Processing client's payroll tax requests through Service Now

Entering payroll adjustments through HCM Oracle Fusion

Creating payroll tax reports in timely manner

Creating manual vouchers/invoices through Passport

Environment J-Portal

Feb 2023– Present

Loan Specialist/Loans Bookkeeper

Rural Bank of Pilar(Sorsogon), Inc., Bulan, Sorsogon

Customer reception

Accepting submitted loan application forms from customers

Credit underwriting and approve d loan processing

(Credit Checking, Verifying, Processing, Posting, Releasing)

Posting loan payments through RBSofttech

Creating and printing loan and insurance reports

REFERENCES

Accenture, Inc.

Jenny Joy Sorilla

0995-266-1738

jenny.joy.sorilla@accenture.com

Accenture, Inc.

Angeluz Baylon

0951-895-2347

bangeluz21@gmail.com

IBM, Inc.

Erika Mae Ablay

0997-411-7624

erikaablay@gmail.com

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

Aira Gersalia

Applicant