



# MARIA LEE P. DELINO

## BOOKKEEPER

13 years experienced in maintaining all financial transactions of the company, expertise in transaction workflow details in support of process and profit improvement.

## EDUCATION

2005 - 2009

St. Joseph College

- Bachelor Degree of Commerce  
Major in Management

## SKILLS

- Organizational, communication and time management skills
- A good memory, attention to detail and accuracy
- Numeracy, invoicing, ledger management and data entry skills
- Proficiency in bookkeeping software such as QuickBooks and spreadsheet software

## EXPERIENCE

2010 - Present

Mapi Lending Investors, Inc.

Branch Controller/Bookkeeper

- Reconcile Monthly Abstract of Receivables.
- Liquidates expenses such as petty cash, TNT, Commission, and Marketing Expenses.
- Record Sales of goods to sales book.
- Perform annual government requirements.
- Custodian of branch funds.
- Performed numerous daily, weekly and monthly reports.
- Prepare sales to Loan Management System, invoicing and releasing of units to clients.

## CONTACT



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