

LAILANIE G. CABILING



OBJECTIVE

- As part of my professional development, I'm looking for a new profession in which I may gain new skills and pursuing a job that is suitable with my previous work experience to broaden my knowledge and abilities to make a contribution to the company.

PROFESSIONAL BACKGROUND

-Pietrucha Manufacturing Philippines Inc. (PMPI)

Accounting Staff ❖ April 2023 - Present

- Creating journal entries, account reconciliations, and supporting monthly close processes.
- Keeping records for purchases, accounts payable and receivable.
- Preparing timesheets and payroll every cut-off.
- Managing bank transactions and government agencies from time to time.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Assisting the Accounting Manager as necessary.

-Earth & Shore Leisure Communities Corp. (ESLCC)

Document Controller/Secretary ❖ June 2016 - Present

- Attending a conference to take minutes of the meeting in order to document all the concerns.
- Categorize digital copy and printed files from corresponding projects.
- Observe the condition of the site alongside the Project Engineer and appraiser.
- Ensure to comply with all needed reports from/to the Project in-charge.
- Implementation of the 5S to 6S program.
- Timekeeping and preparing the payroll of site personnel for the first two years.
- Support for minor computer and web connectivity issues.
- Successfully managed requisitions and reports using Helix application and Google sheet.
- Custodian of the fund and entrusted with its liquidation.
- Coordinator for certain programs and activities.
- Procuring and purchasing materials needed for site improvements.
- Monitor and assess the key performance indicators for my team.
- Sustaining administrative operations.

-Wire Harness Takachi Inc.

Production Operator ❖ June 2015 - June 2016

- Stamping or marking the connector to classify the connection.
- Inserting wires from the male connector to the female connector.
- Inspecting the damaged wire to eliminate it from good cables.
- Helped achieve team goals by rotating production lines and daily duties to meet demand.

Zone III Brgy. Camaya
Mariveles, Bataan

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SKILLS & ABILITIES

- Computer proficient: Microsoft Office, Adobe, Autodesk, Google Earth, SketchUp and QuickBooks.
- Flexible and adaptable.
- Internal and external organizational skills.
- Bookkeeping
- Administrative Support

PERSONAL DATA

Gender : Female
Age : 29years old
Civil status : Single
Citizenship : Filipino
Height : 5'2"
Weight : 48kg.

EDUCATION

Tertiary:

Vocational Degree

-SOFTNET ITC

S.Y. 2014-2016 (Graduated)

Computer Programming NCIV

Bachelor's Degree

-Bataan Peninsula State

University (BPSU)

S.Y. 2011-2012(Undergraduate)

Computer Science (1year only)

Secondary:

-Llamas Memorial Institute

S.Y. 2006-2010

Primary:

-Antonio G. Llamas Elementary
School

S.Y. 2000 – 2006

-Sand Bar Camaya Coast

On-call Service Crew (Weekend part-time job) ❖ May 2016 - May 2016

- We served drinks and food to our valued customers and guests.
- Processing payments for clients.
- Monitor the stocks of foods and drinks.

-Desktop Inc.

Quality Controller ❖ November 2014 – February 2015

- Examining raw materials to separate out appropriate from unsuitable items.
- Inspection of finished product to ensure quality.
- Documentation of good and rejected products from every department.

-BOAST Inc.

Quality Controller ❖ August 2014 - November 2014

- Examining raw materials to separate out appropriate from unsuitable items.
- Inspection of finished product to ensure quality.
- Documentation of good and rejected products from every department.

-JPN Coiltech Inc.

Production Operator ❖ April 2013 - May 2014

- Stamping or marking the connector to distinguish the connection.
- Inserting wires from the male connector to the female connector.
- Inspecting the damaged wire to eliminate it from good cables.
- Helped achieve team goals by rotating production lines and daily duties to meet demand.
- Managing warehouse stock through a computer system.

-G3 Cafe

On-call Service Crew/Waitress ❖ April 2011 - August 2011

- Assisting customers with their concerns and orders.
- We served drinks and food to our valued customers.
- Blending or mixing alcoholic beverages.
- Supervising the kitchen staff.
- Doing inventory of sales and stock item.

PRE-PROFESSIONAL EXPERIENCE

- TESDA-Introduction to Food and Beverage Services (February 2021)
- National Conciliation and Mediation Board (March 2019)
- 5S Training (August 2017)
- Android Seminar in UP Diliman (January 2015)
- Robotics Seminar in Green Hills San Juan (January 2015)
- Training in Multi Source Global Network Inc. in TESDA (November 2012)

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