

NIKIE C. BORINAGA

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To work in an organization where I can use my experience & skills in administration of facilities for the benefit of the organization whilst improving my knowledge & experience, bringing strong administrative and inter-personal skills.

EXPERIENCE

OCTOBER 4, 2017– PRESENT

ACCOUNTING AND LOANS SUPPORT, DBP SERVICE CORPORATION ASSIGNED AT
PAGIBIG FUND CEBU SOUTH TAS BRANCH

- Check printing of provident benefit claims and loans for South Central, North Central and Eastern Visayas
- Liquidation of Disbursement Vouchers for Submission to COA
- Prepare transmittal for pouching of provident claims and loan checks to branches
- Frontliner (releasing of Housing Checks)
- Perform other functions from time to time (depending on business needs)

AUGUST 1, 2014 – MAY 12, 2017

ACCOUNTING STAFF, TERRE D' OR REALTY CORPORATION

- Preparing weekly and monthly financial reports using an accounting software
- Bank reconciliation
- Manual Check Disbursement
- Communicate with suppliers to reconcile invoice payments
- Monitor status of accounts receivable and payable to facilitate prompt processing
- Keep Accounts Payable records up to date
- Prepare bills or invoices and record amounts due for items purchased or services rendered

EDUCATION

MARCH 2014

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL
MANAGEMENT**, UNIVERSITY OF SAN JOSE - RECOLETOS

- Cum Laude
- 5x Dean's Lister

SKILLS

- Accounting and Bookkeeping
- Attention to detail
- Customer Service skills
- Adaptability
- Strong Organizational skills
- Using tools to streamline tasks to finish tasks on or before the deadline
- Microsoft Office and Outlook proficient
- Problem-solver
- Autonomous (working with limited supervision)
- Communication and interpersonal skills

ACTIVITIES

- CIVIL SERVICE ELIGIBLE – PD 907 – LATIN HONORS GRADUATE
- TRAININGS AND SEMINARS ATTENDED
 - Knowing about Fraud and Money Laundering and How to Deal with Them – 8 HOURS
 - Webinar on Knowing my Organization for Agency Hired Contractors – 4 hours
 - Financial Rehabilitation
 - Seminar on Business Ethics and Social Responsibility
 - Innovation in Banking Leading to Global Excellence
 - Breaking Barriers in Financial Management to attain Organizational Excellence

REFERENCES

Mateo B. Abrugar	Retired Cashier IV / Immediate Supervisor	PAGIBIG FUND CEBU SOUTH TAS BRANCH	0961-938-4916
Harvey B. Alota	Retired Cashier III / Supervisor	PAGIBIG FUND CEBU SOUTH TAS BRANCH	0991-228-0619
Jasmin Clares J. Rubi	Accounting and Loans Support Assistant	PAGIBIG FUND CEBU SOUTH TAS BRANCH	0991-213-2286