



# ANGEL RAINE R. DE LEON

## CERTIFIED BOOKKEEPER

### CERTIFICATION

- Certified Xero Advisor
- Certified Bookkeeper (May 2023)
- Civil Service Examination - Professional, PASSER

### PROFESSIONAL EXPERIENCE

#### Administrative Assistant I - Provincial Government of Tarlac - Provincial Treasury Office

November 2022 - January 2024

- Issued Invoice and Receipt of Accountable Forms to Collectors
- Did Inventory counts of Accountable Forms
- Kept a record of issued accountable forms in book and excel
- Encoded weekly issued receipts.
- Prepared weekly and monthly report of issued accountable forms

#### Customer Service Representative - Sutherland Global Services Inc.

August 2016 - April 2019

- Responded to customer questions and complaints, delivered fast, friendly, and knowledgeable service and was successful in retaining customer loyalty.
- Opened an account, activated a prepaid debit card, and read transactions for the customer

### WORK EXPOSURE

#### Associate Treasurer - Tarlac Central Seventh-Day Adventist Church

January 2021 - Present

- Did cash counts.
- Kept and issued receipts for cash inflows of the church.
- Encoded weekly cash inflows and categorize them on their respective accounts
- Prepared monthly financial statement.

### EDUCATION

#### Northern Luzon Adventist College

June 2019 - May 2022

Bachelor of Science in Accountancy

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San Roque, Tarlac City

### SOFTWARE PROFICIENCY



### HARD SKILLS

- Bookkeeping
- Inventory Management
- Data Entry

### SOFT SKILLS

- Detail-oriented
- Teachable & Inquisitive
- Good communicator
- Multi-tasker
- Adaptable