



HANNAH FAYE C. PALMA

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

◦ Providers Multipurpose Cooperative

1/2022 - Up to present

Branch Cashier/ Treasury

Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers. Verifies credit acceptance. Balances cash drawer by counting cash at beginning and end of work shift. Provides accurate cash reporting and assists with bank structure management and some risk management activities. Produces reports to aid in the forecasting of cash needs for the business and assists with other treasury functions.

◦ High Point Logimovers OPC

1/2021 - 1/2022

Accounting Staff

Prepare and review financial documents, reports, and statements. They oversee all accounting procedures (e.g. tax returns, month-end closures, budgeting) and advise on general financial matters.

◦ Philippine Statistic Authority

9/2020 - 10/2020

Team Supervisor

- Checking and monitoring the works of Enumerators
- Monitor and resolve alerts (notices of potential issues) by following up with assigned staff.
- Provide instructions to Enumerators for improving production and performance to meet deadlines and quality standards.
- Check to ensure Enumerators are performing as expected.
- Conduct retraining of Enumerators, as necessary.
- Recommend and document termination of poor performing employees.

CONTACT

@ hannahfayecano07@gmail.com

☎ 09977852797

📍 Minante I, Cauayan City, Isabela

SKILLS

- Active listening Skills
- Communication Skills
- Computer Skills
- Customer Service Skills
- Time Management Skills

REFERENCE

- **Rea Girlie Pangilinan - "Providers Multipurpose Cooperative"**
Accounts Assistant
09532998561
- **Cristina G. Martin - "High Point Logimovers OPC"**
Accounting Supervisor
09633597668
- **Jane Maricar Argallon - "Diaz Murillo Dalupan and Company CPAs"**
Senior Associate
09152739838

PERSONAL DETAILS

- Date of Birth : 12/21/1999
- Marital Status : Married
- Nationality : Filipino
- Gender : Female

- **Diaz Murillo Dalupan and Co. CPAs**

11/25/2019 - 05/25/2020

Junior Associate

Prepare clear and concise audit work papers · Draft and present comprehensive management action plans and audit reports as final deliverables.

EDUCATION

- **Our Lady of the Pillar College- Cauayan**

2019

BS Accountancy

85