

PAMELA JOY DOLOSO



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 Deca Homes 3, Balabag,
Sta. Barbara, Iloilo, 5002,
Philippines

SKILLS

- Bookkeeping
- Knowledgeable in Quickbooks Online
- Computer Literate
- Communication Skills
- Keen to Details
- Financial Reporting

LANGUAGES

- English
- Filipino

OBJECTIVES

Enthusiastic and dependable individual seeking part-time employment to contribute strong interpersonal skills, a positive attitude, and a solid work ethic. Eager to support team goals and deliver excellent service while gaining valuable experience and maintaining a flexible schedule.

WORK EXPERIENCE

► Zenvida Healthcare Corp. - Finance & Admin Supervisor / Bookkeeper

April 2024 - Present

- Issuing checks for payables
- Maintaining and updating financial records
- Recording day-to-day financial transactions and complete the posting process
- Reconciling bank accounts
- Process accounts payable and accounts receivable
- Generating financial reports such as balance sheets, income statements, and cash flow statements
- Handling company expenses and reimbursements
- Preparing and submitting tax filings
- Assisting with budgeting and financial planning

► Omnicare Diagnostic Services Inc. - Bookkeeper

May 2021-March 2024

- Issuing checks for payables
- Maintaining and updating financial records
- Recording day-to-day financial transactions and complete the posting process
- Reconciling bank accounts
- Process accounts payable and accounts receivable
- Generating financial reports such as balance sheets, income statements, and cash flow statements
- Handling company expenses and reimbursements
- Preparing and submitting tax filings

► Rhine Marketing Inc. - Branch Finance Officer

January 2014 - March 2020

- Receiving payments from customers
- Handling Accounts Receivables and Accounts Payables
- Depositing collections to banks, filing daily sales report with deposit slips
- Issuing checks for payables
- Ensuring cash drawer balances at the beginning and end of shifts; reporting discrepancies

EDUCATION

► Southland College, 2009-2013

Bachelor of Science in Accountancy

► TESDA, 2018-2019

NCIII - Bookkeeping

ACHIEVEMENT/CERTIFICATE

► Civil Service Passer - Professional

October 2014

► Certificate of Completion - Quickbooks Online Advance Training

July 2025