

GLYDEL OSURMAN HERNANDEZ

Zone 4 Impig, Sipocot , Camarines Sur
4408 Philippines
glydelhernandez191630@gmail.com
09460553530



OBJECTIVE

Motivated and hardworking individual seeking an opportunity to apply my skills and grow professionally while contributing to the success of the company.

PERSONAL INFORMATION

Age : 27 years old
Gender : Female
Date of Birth : May 30, 1998
Height : 5'2 inches
Weight : 60 kls
Marital Status : Single
Place of Birth : Naga City Camarines Sur, Philippines
Nationality : Filipino
Religion : Roman Catholic

EDUCATIONAL BACKGROUND

TERTIARY LEVEL

Course: **Bachelor of Science in Business Administration**
Major in Financial Accounting
UNIVERSITY OF NUEVA CACERES
J. Hernandez Ave., Naga City
From 2014-2019

SECONDARY LEVEL

San Juan National High School
Handong Libmanan, Camarines Sur
From 2010-2014

ELEMENTARY LEVEL

Fundado Elementary School
Taban Fundado Libmanan Camarines Sur
From 2004-2010

WORK EXPERIENCE

Palawan Pawnshop 2022

September 1, 2019- September 8,

San Juan Ave, North Sipocot Camarines Sur
Branch Associate

- Provided assistance of the customer needs regarding with their remittances, padala, pawning of gold items. Issuing receipt, filing documents. Making disbursement account, recording and making cashflow of the whole day transactions.

Maria Thea Poultry Farm

Malubago, Sipocot, Camarines Sur
4408, Philippines

Junior Accountant
2024

April 25, 2023 – January 4,

- Making check, cash voucher, petty cash report, cash disbursement, sales journal, BIR 2307-0619-1601E & Alpha list, VAT, employee payroll, Data Entry, Accounts Receivables and Payable and filling daily transactions

Kaiser International Health Group Inc.

Omnis Prosperity Tower
 377 Sen Gil Puyat Ave. Brgy Bel-Air Makati City
 Finance Assistant
 2024

January 31, 2024 – June 22,

- Encoding Checkwrite to MYOB (ABSS Prem), Entry Vat and Non-Vatable, Encoding BIR Alpha list Relief System of SOA Commission every month, Encoding RFP to check write PF and Reimbursement.

Dynata Global

4th & 5th Floor C55 Building, Realty Corp., Brgy Matina Aplaya
 Davao City, Philippines

Virtual Market Research Interviewer - Seasonal Account (Work from Home)

July 22, 2024 – November
 6, 2024

- Calling outbound calls of different respondents in United States, conducting market research/survey.

SKILLS AND ABILITIES

- Knowledgeable in accounting processes (AP, AR, GL, Cashflow and others);
- Proficient and good in customer service, technical support and sales delivery;
- Flexible, fast learner and can work under pressure;
- Good communication skills, can speak English
- Computer literate (MS Word, Excel & Powerpoint);
- Ability to interact professionally with customers and co-workers, both in verbal and written.
- Gold and Fake (Jewelry) detecting skills
- Cash Handling Skills
- Knowledge using ABBS (MYOB) software

TRAINING/CERTIFICATIONS**Professional Employment Program**

2019 University of Nueva Caceres, Ayala Company Education

November 2018 - March

System Application Program (SAP) Business One Certified

2017

University of Nueva Caceres

June 2017 – October

5th Regional Youth Entrepreneurship Congress

CamSur Convention Center, Capitol Complex, Pili, Camarines Sur

July 27-28, 2018

Basic Operations 1

MMCN Bldg Panganiban Drive Naga City

August 2019

Basic Operations 2

MMCN Bldg Panganiban Drive Naga City

November 2019

Basic Jewelry Appraisal

MMCN Bldg Panganiban Drive Naga City

February 2020

Advanced Jewelry Appraisal (via zoom)**Branch Head Training 1 (via zoom) (Top 1)**

November 2020

December 2021

ORGANIZATION/AFFILIATION**Junior Philippine Institute of Accountants**

Member

June 2014 - April 2019

El Verde Youth for Climate Action

Representative

June 2018 - March 2019

Provincial Scholars Organization

June 2015- April 2019

CHARACTER REFERENCES

Dayan Salumbides

Branch Manager Palawan Pawnshop Sipocot, Camarines Sur

Daisy Senosin

Facilitator- Professional Employment Program
University of Nueva Caceres, Naga City, Camarines Sur

I hereby certify that the above information given was accurate and correct.


GLYDEL O. HERNANDEZ
Applicant