



DAZZLE JOYCE BELTRAN MANALOTO

COMPETENCIES

- Computer Literate, Basic Microsoft Office and Microsoft Excel
- Have knowledge in Basic Financial Statements
- Good Communication Skills
- Can easily adapt to new computer applications
- Have encounter Manual Payroll System
- Held Petty Cash Fund
- Prepared PR, PO, RFP, VOUCHER, CHEQUES
- Countering of Sales and Collection
- Prepared BS, SI, OR & CR
- BIR requirements for COR, ATP etc.
- Cityhall certificates, permits etc.
- Have HR Staff & Receptionist experience
- Have Customer Support, Sales Experience
- Have worked in shifting schedules
- Have experience in Blended Account (Voice, Chat and Email)

Achievement

- National Certificate III :
Certified Bookkeeper 2015



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dazzlejoyce.manaloto@gmail.com



Blk 18 Lot 22 NTA Village, Brgy.
San Jose, Rodriguez, Rizal

Education

OUR LADY OF FATIMA UNIVERSITY

Lagro Hilltop, Quezon City
Bachelor of Science in Accounting
Technology

2012 - 2016

Montalban Heights National High School

C5 Villa Ana Maria Subd., San Jose,
Rodriguez, Rizal
Secondary Education

2008 - 2012

Rodriguez Heights Elementary School

Charm Island, San Jose,
Rodriguez, Rizal
Primary Education

2002 - 2008



Work Experience

Dhondup Holdings Incorporated

Accounting Staff

Pasig Blvd., Kapitolyo, Pasig

May 16, 2016 to December 02, 2017

Jismar Equipment Trading & Services, Inc.

Accounts Receivable, Collection Analysts

#36 Santiago St., Brgy. Del Monte, Quezon City

December 04, 2017 to August 5, 2019

VG Pineda Construction Corporation

Accounting Assistant/Payroll Staff/Receptionist

Unit 3AB Crissant Plaza, Commonwealth Ave., Quezon City

July 17, 2019 – January 31, 2020

Skinny Manufacturing Company

Accounts Payable/Accounts Receivable/Purchasing Staff

Blk 10 Lot 18 Samat St., Amityville Subdivision, Brgy. San Jose, Rodriguez, Rizal

July 27, 2020 – July 4, 2022

Foundever Inc. – Formerly SITEL

Customer Service Representative

Ortigas, Pasig City

September 27, 2022 – June 8, 2023

Concentrix Webhelp – Formerly Webhelp Philippines

Customer Advisor 1/Warranty Specialist

SLC Building, 6797 Ayala Ave., Cor., V. Rufino St., Bel-Air, Makati City, 1227

August 1, 2023 – December 6, 2024

Afni Philippines, Inc

Loyalty/Retention CSR – Telco Acct

OFC Bldg., Brgy. Holy Spirit, Quezon City

February 26, 2025 – March 26, 2026

References

Ms. Liwanag Tagumpay Albania

Accounting Specialist – AR
So-En Garments Corporation

Phone: 09952145569

Mr. Alain T. Balbuena

Team Leader / Supervisor
So-En Garments Corporation Foundever Inc.

Phone: 09489121063

Ms. Margerine Romasanta

Logistics Supervisor
Jismar Equipment Trading Services, Inc.

Phone: 09332726582

Mr. Gerardo Judah Prado

Team Lead / Supervisor

Phone: 09624277320

Ms. Theresa Delima

Coach/Supervisor

Phone: 09911035073

Core Capabilities

I am competitive, self-motivated, and responsible, with a flexible approach to my work. I operate with confidence, dedication, and a genuine interest in my tasks. As a team player, I understand the importance of trust and respect when collaborating with others. I thrive in challenging environments where I can leverage my skills while also learning and growing in my career.