



MARIA ELAINE S. DIAZ

COVER LETTER

Dear Hiring Manager,

I am humbly expressing my intention to apply for any vacant position that makes my qualifications fit as I am confident enough that the experiences and trainings I have gained in my current work in the Philippines makes me an ideal candidate for the job. In addition, if given the opportunity, I am more than willing to relocate to work here in Dubai and I will be coming to you with a pro-active approach, great work ethic, and a proven track record of success in achieving extraordinary results.

Currently, I am working as a Senior Bookkeeper (Administrative Assistant III) in the Department of Public Works and Highways for more than ten (10) years now under the Finance Section. Through the years, I have gained an extensive experience in managing and handling various and complex financial transactions of the agency. Additionally, I was given here the responsibility to daily monitor the operations of the Finance Section by posting our daily cash and non-cash transactions of the department that enables me to produce monthly, quarterly, and even the annual financial reports and statements of the department. Moreover, I am regularly participating in the seminars and trainings with my immediate supervisor where I also acquired additional knowledge and skills regarding financial updates, guidelines, and procedures. Throughout the years, I have proved that I am a performance-driven person and always have passion and love for work.

I am excited about the opportunity to bring my skills and experience to your team and contribute to the success of the organization. I would appreciate the opportunity to come in for an interview to discuss the position and my qualities in more detail in person. I can be reached through mobile number 058-308-3409 or with my whatsapp number +63920-202-8165 or via email at debonair1204@gmail.com.

Thank you for your time and utmost consideration and I look forward to speaking with you.

Yours very sincerely,

Maria Elaine S. Diaz



MARIA ELAINE S. DIAZ

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PROFESSIONAL EXPERIENCE

Senior Bookkeeper (Administrative Assistant III)

Department of Public Works and
Highways – Bataan 2nd District
Engineering Office
Bataan Philippines
2012 – Present

- Complete, verifies, reconciles, and processes forms and documentation prior to the collection of payment especially those vouchers for straight contracts
- Compiles, prepares, and maintains records, files and statistics such as contractor payment records and payroll information
- Records transactions by debiting and crediting financial accounts in general or subsidiary ledgers using the accounting knowledge by posting it to the Electronic New Government Accounting System (commonly known as ENGAS) to maintain accurate ledger balances
- Assists in the development and administers accounting and budgeting systems to provide records of assets, liabilities, financial transactions; produces financial statements, reports, and summaries
- Maintains accounts to produce and provide timely and accurate accounting information
- Performs variety of accounting and bookkeeping duties such as: checking of payrolls and related documentation; reconciling and balances; and other duties and tasks assigned from time to time

Accounting Clerk I

Department of Public Works and
Highways – Bataan 2nd District
Engineering Office
Bataan Philippines
2008 - 2011

- Provide accounting and clerical support to the accounting section
- Encode accurately, prepare, and maintain accounting documents and records intact
- Reconciles accounts in a timely manner
- Daily posting of key data of financial transactions thru Electronic New Government Accounting System (ENGAS)
- Provide assistance and support to company personnel and external clients as well
- Research, monitor and restore (adjust) accounting or documentation problems and discrepancies
- Performs variety of accounting and bookkeeping duties such as: checking of payrolls and related documentation; reconciling and balances; and other duties and tasks assigned from time to time
- Constantly update job knowledge

Service Bureau Clerk (Maternity and Sickness Benefits Account)

Social Security System – Head
Office
Bataan, Philippines
April, 2011 – December, 2011

- Provide excellent customer service, providing information, handling, and answering queries on the company's services
- Transcribe, record, fax and file documents related to sickness and maternity benefits claim
- Maintain filing, database systems and retrieving of check for some of client's queries if necessary
- Communicate with clients and employees, and respond to any queries or complaints
- Sort and forward incoming mail and prepare and send outgoing mail as well
- Coordinate activities and disseminate information to other office staff if necessary

Branch Staff (Money Transfer Operator, Teller/Cashier, Records

- Responsible in processing all the transactions of the clients (remittance, pawning, insurance, and other financial products/services)

Clerk, Vault Custodian)

M. Lhullier Pawnshops, Inc
Bataan, Philippines
2007-2008

- Responsible for monitoring the movement of items in and out of the vault as well as ensuring the safety of all items
- Handles sale, recording and reporting of non-pawnshop products
- Reporting of the daily transactions and balances to the main reporting branch
- Coordinates with Branch and Partner Support Desk for inquiries regarding processing or transaction status in branches
- Other duties assigned by the Regional Manager such as attending and preparing the minutes of the Quarterly Branch Manager's Meeting

EDUCATION

Bachelor of Science in Accountancy
Bataan Polytechnic State University,
Bataan, Philippines
March 2007

KEY SKILLS

- Highly organized, efficient, and able to multi-task
- Adaptability, resourcefulness, and time management
- Strong analytical skills

IT PURVIEW

- MS Office
- ENGAS
- E-Budget System
- Internet Applications