

Therine Flor Gumapac Lepe

Personal Information

Date of birth: October 6th, 1986
Country of birth: Philippines
Nationality: Filipino

Contact Details

Address: Bldg14L Unit 106 MRB Brgy.Usuan Taguig City, Philippines
Mobile: [+63995-126-6695](tel:+63995-126-6695) / [+63908-537-6306](tel:+63908-537-6306)
Email: lepe.therineflor@gmail.com
Skype ID: Therine Flor G. Lepe

Abstract

Strong-willed, dutiful and results-driven finance professional with experience working in busy paced office environments. Able to work in teams and associate with diverse cultures and people. Areas of excellence include Bank Statements, Expense Reports, General Ledger, Financial Reconciliation, Regulatory Compliance, Tax Laws, International Currency, Financial Reporting and Deposit Processing.

Education

Mindanao, PH
2003 - 2007

Mindanao State University

Bachelor of Science in Business Administration major in Entrepreneurial Marketing

A levels: Math(A) | English(A) | Technology(B) | Science(C)

References available on request

Work Experience

BGC,Taguig Ph
04/2016 - Present

Ecorenew Inc.

Finance Assistant

Achievements:

1. Engage in the Private Institution such as Trading's and Financial Holdings.
2. Responsible in processing the Cash Flow, Forecast, entrenching financial control.
3. Prepare invoices and facilitate payment of due invoices.
4. Verify receipts, payments and banking transactions.
5. Reconciliation of Accounts Payable, and Accounts Receivable

Makati, PH

03/14 – 03/2016

Landbank of the Philippines (LBP) – Makati Accounting Center 1

Activity: Government financial institution promoting countryside development through programs and initiatives

Acting Financial Analyst

Achievements:

1. Certify the correctness of balances on subsidiary ledger against general ledger.
2. Prepare Salary Loan Schedules.
3. Drawdown availments and monitor receipts reversal/early repayments of bills purchased.
4. Preparing quarterly Forecasts and assisting in setting Budgets.

Makati, PH

11/08 - 02/14

Landbank of the Philippines (LBP) – Makati Accounting Center 1

Activity: Government financial institution promoting countryside development through programs and initiatives

Financial Management System Bookkeeper

Achievements:

1. Established Balance Sheet and Cash Flow Forecasting models, ensuring greater financial control.
- 2.Reconciliation of Accounts Payable, Accounts Receivable, Miscellaneous Assets & Liabilities
- 3.Validate Consolidated Foreign Exchange Assets & Liabilities.
- 4.Consolidate daily report on condition.
- 5.Established a capital investment appraisal monitoring process.

Computer Knowledge

[SAP](#) | [Oracle Fussion Middleware Forms Service](#) | [Financial Management System](#) | [Salary Loan Data Entry System](#) | [MS Office](#)

Memberships & Personal Qualifications

1. Civil Service Eligibility – Professional
2. Anti-Money Laundering Council- The Philippine Financial Intelligence Unit
3. Philippine Financial Reporting Standard (PFRS) - Refresher & updates
4. Customer Information-Central Liability Systems Trainings

References: Available upon request.