

# AFRODITE IPAPO

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Marilao, Bulacan, Central Luzon

## Summary

Self-motivated individual with strong organization and project management skills. Skilled in organizing, planning, and managing daily clerical needs. Bringing solid expertise in coordinating documents, reports, and records, handling correspondence, and managing deliveries. Skilled in oral and written communication, team leadership, and relationship-building.

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## Skills

GSuite, Billing, Scheduling, Customer service, Time management, Teamwork and Collaboration, Highly Efficient and Productive, Multitasking and Time Management, Ease with Computers and Technology, Confidentiality and Data Protection

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## Experience

### Bulacan LRCI (Luzon Ram Cycles Inc.)

Account Supervisor, Mc Arthur HI way San Juan Balagtas Bulacan, Central Luzon

06/2017 - 01/2021

- Designed an organizational structure to adequately achieve all departmental goals and objectives.
  - Created an accounting control system and structure for the accounting department.
  - Reduced labor cost and minimize expenses by accurate audit process while identifying problems and finding solutions.
  - Oversee daily transactions, including accounts payable/receivable, general ledger, and bank reconciliations
  - Participate in regular tax audits and payroll
  - Prepare budgeting reports and forecast revenues
  - Manage month-end and year-end closing
  - Monitor the daily performance of the accounting department
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## Interests

- Art
  - Travel
  - Reading
  - Cooking
  - Listening to music
  - Work/Community involvement
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## Education

### BSBA Major in Financial Mgmt.

DIAZ COLLEGE, Tarim City, Negros Oriental

03/2017