

EDMAR FRANDO



PROFILE

I am an Accountant by profession, highly skilled in the preparation of Financial Statements. Also, I am open for other challenging tasks aside from my field of expertise that would let me acquire more skills.

PROFESSIONAL EXPERIENCE

- Dream World Facilities Management Services / Zaitoona AL Andalus Restaurant/ Rimkatech** 2026 - PRESENT
Facilities Management
Accountant & Cashier
 - Inventory
 - Payroll
 - End of day Reconciliation
 - Order Taking/Payment Processing (POS)
 - Income Statement Preparation
 - Customer Service
- Mohammed Hussein Trading Contracting & Services WLL / Fresh Phil Foods Trading & Foods Packaging** 2025 - 2026
Accountant & Receptionist
 - Daily Journal Recording
 - Inventory
 - Financial Statement Preparation
 - Payroll
 - Bank Reconciliation
 - Customer Service
- Alorica Teleservices, Inc.** 2023 - 2024
Customer Experience Agent
 - Handling Customer Complaints
 - Sales/Order Placement
 - Managing data-based records
 - Return Assistance
 - Maintaining solid brand-customer relationships
- 456 Hotel Le Grande** 2022 - 2023
Junior Accountant
 - Daily Journal Recording
 - Audit
 - Payroll
 - Tax Return Preparation
 - Bank Reconciliation
 - Income Statement Preparation
- Mc Donald's Vigan City, Philippines** 2018-2020
Server/Cashier
 - Order taking
 - Cash handling
 - Payment processing (POS)
 - Customer Service
- Penshoppe Vigan City, Philippines** 2019-2020
Sales/Cashier
 - Customer Service
 - Cash handling
 - Payment processing (POS)

CONTACT

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EDUCATION

- 2018-2022
SAINT PAUL COLLEGE OF ILOCOS SUR
 - Bachelor of Science in Accountancy

SKILLS

- Accounting Skills
- Effective Communication
- Teamwork
- Time Management
- Leadership
- Critical Thinking
- Computer Literacy
- Quality Assurance
- Exquisite Customer Service
- Adaptability
- POS system proficiency
- Beverage preparation
- Order accuracy

CERTIFICATES

- National Certificate in Bookkeeping
- Civil Service Eligibility - Professional

LANGUAGES

- English (Fluent)

REFERENCE

Character references will be provided upon request