



## SKILLS

- Leadership skills
- Communication skills
- Keen to details
- Time management
- Flexible
- MS office skills (word, excel, PowerPoint, publisher)
- Google sheets & Drive
- Oracle NetSuite

## HONEY LOU MANZO

### PROFILE

Well-organized, creative, and professional work experience.

Experience working with a team and having external interactions with coworkers, as well as being determined to get the job done.

### CONTACT

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ADDRESS:  
JLT Dubai

VISA STATUS:  
Tourist

BIRTH DATE:  
July 27, 1998

## WORK EXPERIENCE

### DISBURSEMENT OFFICER DON DEXTER FUEL CORP. JANUARY 2023 - JULY 2023

- Preparing petty cash for liquidation of gasoline station and convenience store.
- Uploading purchase orders and preparing billing for approval in the system.
- Uploading generated CSV File of payroll in the system.
- Maintains monitoring updated file for fuel discounts.
- Filing documents.
- Conducting spot audit on company designated fuel stations and convenience store.

### ADMINISTRATIVE STAFF ABE CONST. BUILDER DEVT' INC. SEPTEMBER 2022 - JANUARY 2023

- Preparing petty cash for weekly liquidation and disbursement.
- Handling of company property and equipment records.
- Filing documents and assisting engineers and the CEO with any files and data needed.
- Sourcing potential suppliers for project materials, as well as purchasing.
- Prepare reports for Tax compliance as well as payment processing for approval.
- Preparing staff and worker payrolls, as well as filing reports and payments for Employee benefits.

### AUDIT SECRETARY NUTRI-VET NUTRITIONALS DISTRIBUTOR JANUARY 2019–AUGUST 2022

- Auditing the collection, sales, and commission of sales agent.
- Petty cash auditing for weekly liquidation and disbursement.
- Handling of company property and equipment

records.

- Producing and carrying out investigation reports for any substantiated discrepancy in business transactions, particularly those involving money that will result in losses in the assets of the company.
- Conducting a credit investigation on customers via phone calls in order to verify their creditworthiness, particularly for clients who want to avail themselves of payment terms for collection.

## EDUCATION

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**  
**MAJOR IN FINANCIAL MANAGEMENT**  
**SAINT COLUMBAN COLLEGE**  
2014-2018