

**KRIS NIKKA A. GALAPIA**

**Bachelor of Science in Business Administration**

Address: Al Karama, Dubai, UAE

Mobile: 0503290688

E-mail Address: [galapiakris@yahoo.com](mailto:galapiakris@yahoo.com).ph

**CAREER OBJECTIVE**

Looking for a full time position in an environment that offers a greater challenge, benefits and opportunity to develop my professional & personal growth.

**PERSONAL BACKGROUND**

Date of birth: February 4, 1996 Sex: Female

Nationality: Filipino Civil Status: Single

**EDUCATION**

**Primary:** Dacal-Pukel Elementary School 2002 - 2008

**Secondary:** Thoburn Memorial Academy 2008 - 2012

**Tertiary:** Manila Central University 2012 - 2013

AMA University 2013 – 2015

**Bachelor of Science in Business Administration**

**WORK EXPERIENCE**

**Fundline Finance Corporation - Accounts Payable Accounting Specialist**

TPI Building, EDSA cor. Harvard St. Brgy. Pinagkaisahan, Makati City Philippines

March 21, 2016 – Aug. 15, 2016 - Resigned

**DUTIES AND RESPONSIBILITIES**

* Responsible for the accuracy and timely processing of Loan Availments.
* Process the check of approved loan availments through the accounting system within Turnaround time (TAT).
* Double checks accuracy of amount, name of customer against ID, bank used, mode of payment and the date.
* Ensures that loans for processing were approved by the respective authorized personnel.
* Performs other tasks that may assign from time to time.

**OTHER TASKS**

* Validation of write off (contract).
* Journal Entry (Fundlite Collection Motortrade Nationwide Corporation (MNC) Collection).
* Processing of Accounts Payable Voucher (APV) for Honda Prestige Traders Inc. (HPTI),

Motortrade Nationwide Corporation (MNC) and Motortrade Topline Inc. (MTI).

**SKILLS**

* Knowledgeable in Microsoft Word, Excel and Powerpoint.
* Email and Internet.
* Knowledgeable in NOAH system.

**TRAINING**

**ON-THE-JOB TRAINING** May 19, 2015 – July 22, 2015

**Land Registration Authority**

East Ave cor. NIA Road, Diliman, Quezon City Philippines

**DUTIES AND RESPONSIBILITIES**

* Data encoding.
* Receiving collections and documents of Registry of Deeds.
* Filing and sorting of documents.
* Answering and forwarding phone call.