



MHARIZZE JOIE PELIMCO

**STAFF ACCOUNTANT | BOOKKEEPER | FINANCIAL &
ADMINISTRATIVE SUPPORT SPECIALIST**

Guagua, Pampanga | 0969-409-8501 |
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EXECUTIVE PROFILE

Results-oriented accounting and administrative professional with experience in government budget operations, bookkeeping, procurement, inventory control, and business administration. Recognized for maintaining high standards of financial accuracy, strengthening documentation processes, and supporting data-driven decision making. Skilled in financial reconciliation, budget monitoring, ledger management, and advanced spreadsheet analysis.

KEY STRENGTHS

- Financial Reporting & Reconciliation
- Budget Monitoring & Fund Tracking
- Bookkeeping & Ledger Management
- Administrative & Executive Support
- Procurement & Vendor Coordination
- Inventory & Asset Control
- Advanced Excel & Google Sheets
- Records Management & Compliance

PROFESSIONAL EXPERIENCE

Administrative Aide IV – Budget & Financial Operations | LGU – Municipality of Guagua | Jan 2025–Present

- Reviewed and validated **250+ departmental fund requests** monthly.
- Maintained budget monitoring spreadsheets with **99%** record accuracy.
- Collaborated with Accounting personnel to streamline documentation workflows, resulting in a **15%** increase in record accuracy, ultimately achieving a **90%** ledger accuracy rate for both the Budget and Accounting offices.
- Supported departmental budget utilization monitoring and reporting.
- Contributed to faster processing and improved financial documentation workflows.
- Optimized organizational workflow by managing all internal and external correspondence, significantly improving information flow and team response times.

Budget Office Intern | DOLE/LGU – Municipality of Guagua | Jul 2024–Sep 2024

- Processed and organized 500+ financial and administrative records.
- Assisted with budget documentation review and compliance verification.
- Maintained accurate digital filing systems that improved document retrieval time by approximately 20%.
- Supported budget office personnel in data validation and financial record reconciliation activities.

Co-Founder | Operations & Financial Management Lead | REGALO / Dazzle Gift | Nov 2023–Q1 2025

- Co-founded and scaled a gift and customization business from startup phase to consistent monthly order volume.
- Managed budgeting, procurement, pricing, and expense tracking for daily operations.
- Coordinated fulfillment of 50+ customer orders and bookings per month during peak seasons while maintaining high customer satisfaction.
- Managed supplier relationships and negotiated purchasing costs, contributing to average savings of 8–12% on selected inventory items.
- Maintained accurate transaction records and sales tracking reports to support operational decision-making.
- Coordinated order fulfillment and logistics processes, achieving consistent on-time delivery performance.

Store Operations & Purchasing Associate | Mako Produktong Pilipino | 2012–Oct 2023

- Managed cash handling, sales tracking, and daily operational reporting.
- Monitored inventory levels and coordinated supplier purchases.
- Prepared sales and inventory reports for management review.
- Supported stock audits and inventory accuracy initiatives.

EDUCATION

Bachelor of Science in Accountancy | Guagua National Colleges, Inc. | 2023
ABM Strand (With Honors) | St. Mary's Academy of Guagua, Pampanga | 2019

TECHNICAL PROFICIENCIES

Microsoft Excel (Pivot Tables, VLOOKUP/XLOOKUP, Data Validation), Google Sheets, Google Workspace, Financial Documentation, Budget Monitoring Systems

REFERENCES

Ms. Marchellamagne Maninang AP Specialist – Shore360 Inc.

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Ms. Ciane Samantha Gamboa Bookkeeper – TOA Global

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