**OBJECTIVE:**

An accomplished professional looking for a new direction and challenge, continue to use of my professional background and experience in a new area and eager to a better possibilities and a contribution to a new organization.

**ON THE JOB TRAINING EXPERIENCE:**

**Organization:** MEDICAL SPECIALIST CENTER

 Philippines

 November 2014- January 2015

**Designation**: **Accounting Clerk**

**Duties:**

* Reconciles financial discrepancies by collecting and analyzing account information.
* Checking and filing of records.
* Record all cheques in the cheque book.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Answers and directs phone calls to appropriate staff.
* Accomplishes the result by performing the duty.
* Contributes to team effort by accomplishing related results as needed.

**Qualification Summary:**

Honest and trustworthy.

Established good working relationship with other people.

Reliable, Accurate and detail-oriented.

Quality writing and communication skills.

**PERSONAL INFORMATION:**

Sex: Female

Age: 26 y/o

Civil Status: Married

Citizenship: Filipino

Date of Birth: August 11, 1989

**EDUCATION:**

Tertiary: Notre Dame of Kidapawan College SY 2007 - 2015

Kidapawan City

Degree: Bachelor of Science in Business Administration

Secondary: Central Mindanao Colleges SY 2003 - 2007

Kidapawan City

Elementary: Saguing Elementary School SY 1997 – 2003

Makilala Cotabato

**SEMINARS:**

Junior Management Society, October 21, 2013

Seminar on Banking theory and Practice

Junior Management Team Building January 21, 2014

Seminar

Junior Management Association of the November 2014

Philippines

**SKILLS:**

 Computer Skills: MS Word, MS Excel, MS PowerPoint



**Gulfjobseeker.com CV No:** **1505094**