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| **OBJECTIVE:** |

To seek employment in a company that offers challenging entry position with opportunities growth enhancements of an individual, and to utilized my extensive ability through performing the task satisfactorily, punctually and eventually take part in the success of the company through contribution of ideas and effort for its advancements.

To work and do my duties and responsibilities in whatever field I may assign to, in order to be an efficient employee.

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| **PROFILE:** |

A good oriented person with positive working attitude, self-motivated and able to interact with people diplomatically, willing to accept new challenges and adapts well to any possible situation. A team player who constantly displays positive attitude and professional work ethics.

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| **PERSONAL INFORMATION:** |

Date of Birth : April 11, 1988

Age : 28 years old

Gender : Female

Civil Status : Single

Nationality : Filipino

Language : English, Tagalog

Visa Status : Tourist Visa

Religion : Christian

SKILLS : Profound knowledge of windows based system and application software like (MS Word, Excel, and Power Point)

: Proficient in English Speaking

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| **EDUCATIONAL QUALIFICATIONS:** |

**BACHELOR OF SCIENCE IN COMMERCE MAJOR IN FINANCIAL MANAGEMENT**

School Year 2005-2010

UNIVERSITY OF SAINT LOUIS TUGUEGARAO

, Cagayan

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| **WORK EXPERIENCES:** |

**Position : Quality checker**

**Compan**y **: CANON TAIWAN**

**Duration** : August 20, 2012- August 15, 2015

**Duties and Responsibilities:**

* Check the quality of the lens and identify whether good or not
* Records the total number of finished products daily
* Makes inventory at the end of the day

**Position : Accounting Clerk**

**Compan**y **: Stanford Marketing [Savemore]**

San Marcelino, Ermita, Manila, Metro Manila

**Duration** : September 2011-March 2012

**Duties and Responsibilities:**

* Provide accounting and clerical support to the accounting department
* Reconcile accounts in a timely manner
* Daily enter key data of financial transactions in database
* Audit daily transaction of cashiers
* Make daily, weekly and monthly sales report.

**Position : Financial Transcriber**

**Company : in partnership of Securities and Exchange**

**Commission**

3308 Zapote St. Makati City, Philippines

**Duration** : April 2010 – September 2011

**Duties and Responsibilities:**

* Transcribe Financial Statement of qualified corporation in the Philippines with the revenue of 5M and above.
* Rank them according to their net income
* Those information gathered are bind to become a book.

**First Name of Application CV No:** **1673166**

Whatsapp Mobile: +971504753686

