MINERVA

OBJECTIVE

To be able to work in an office setting where my knowledge and skills be widened and honed into perfection and be an asset for the betterment of the company that will I belong.

JOB EXPERIENCES

* June 1, 2014 to November 30, 2015

New Horizon Security and Investigation Agency

Cubao, Quezon City, Philippines

Position: Security Staff for Admin. and Marketing

* Responsible for General Admin Works like preparing for marketing and bidding documents
* Monitors that all regulations and rules are well implemented
* Performs other works like preparing documents and correspondences
* June 10, 2011 to May 31, 2014

IRA General and Security Agency

Cubao, Quezon City, Philippines

Position: Accounting Staff/Cashier

* Responsible for all accounting works:
* Bookkeeping
* Prepares documents for Tax payments
* Maintains book of cash flows
* Responsible in releasing salaries and wages of security guards
* Performs other works like preparing documents and correspondences
* July, 2004 to June 9, 2011

Sangguniang Bayan Office/Office of the Municipal Secretary

Local Government Unit, Burgos Isabela, Philippines

Position: Administrative Aid III performing as Transcriber/Researcher/Secretary/Receptionist

* Takes the minutes of the session, transcribe it and prepares the agenda for the following session
* Does research works necessary for the formulation of SB resolutions
* Performs other works like preparing documents and correspondences
* June, 2000 to December, 2003

Rustan’s Shopwise/Cocoon International/Magsaysay Maritime

Manila, Philippines

Position: Accounting Clerk (Contractual)

* Prepares vouchers and cheques to be paid to suppliers
* Primarily bookkeeping works
* Prepares salaries of personnel on board of vessels

**KNOWLEDGE, SKILLS and ABILITIES**

* Knowledge in Computer Applications (MS Word, MS Excel, Powerpoint)
* Skill in Data Encoding rated as Second Grade Elligible
* Ability to immediately be accustomed into new work, office ambiance, employers and superiors
* Can work with less supervision and can work cooperatively with a team
* Full of Initiative

PERSONAL INFORMATION

EDUCATIONAL BACKGROUND

College B. S. Accountancy 4th year level Birth Date : March 06, 1980

Philippine School of Business Administration

Aurora Boulevard, Quezon City, Philippines Sex : Female

(S.Y. 1996-2000) Height : 5’3”

Weight : 52 kls.

Secondary Valedictorian Civil Status : Single

Naguilian National High School, Naguilian, Isabela Citizenship : Filipino

(1992-1996) Languages : English, Filipino

Primary First Honorable Mention

Naguilian Central School, Naguilian, Isabela

(1986-1992)

**Job Seeker First Name / CV No: 1766760**

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