**ABIB**

**ABIB.320817@2freemail.com**

**OBJECTIVE**

*To apply and enhance my knowledge, working ability and to acquire experiences that will provide satisfaction, both for personal and organizational goals.*

**EDUCATIONAL ATTAINMENT**

**Bachelor of Science in Accountancy (Graduate)**

**Bataan Peninsula State University**

 Balanga City, Bataan, Philippines

 June 2010- April 2014

**WORK EXPERIENCE/ SPECIAL TRAININGS**

 **Human Resources and Development Assistant- Payroll In- charge**

 **Sanyo Denki Philippines Inc., Subic Bay Freeport Zone, Philippines**

 **December 2014- September 2016**

* Accommodate inquiries regarding Human Resources and Payroll concerns
* In-charge in time keeping and payroll processing
* In charge in preparation and computation of 13th month pay and bonus of employees
* Prepare bank advice for payroll crediting
* Prepare and arrange Pay slip of employees
* Prepare last pay computation for resigned employees
* Prepare monthly reports on all government dues
* Implements applicable government updates on new wage order and benefits.

**On-the-job Training**

**Provincial Assessor’s Office- Balanga City, Bataan, Philippines**

**May 2013**

* Records and classify the appraisal, assessment and valuation of real properties which shall be used as basis for taxation

**SEMINARS ATTENDED**

 **Seminar on Income Taxation**

 **SGV and Company**- Makati City

 June 2015

 **Seminar on Bangko Sentral ng Pilipinas**

 **Bataan Peninsula State University-** Balanga City, Bataan, Philippines

 September 2013

**KEY SKILLS**

Proficient in Written and Oral English

Computer Literate

Knowledge in Filing and Bookkeeping

Dedicated and Hardworking

**PERSONAL INFORMATION**

Date of Birth : March 29, 1994

 Civil Status : Single

 Citizenship : Filipino

 Language Spoken : English & Filipino

 *I hereby certify that the above information is true and correct to the best of my knowledge and belief.*