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**Krisha**

**Krisha.331203@2freemail.com**

**OBJECTIVE**

To work in an association that offers diverse opportunities which I can apply and enhance my knowledge and skills and in return to serve for the success of the company.

**PERSONAL INFORMATION**

24 years old (March 11, 1992)**,** female, 5 feet 6 inches,60 kilograms**,**

Single**,** Roman Catholic

**EDUCATIONAL BACKGROUND**

 University of San Carlos

 P. del Rosario St., Cebu City

 Bachelor of Science in Accounting Technology

 October 2014

 St. Scholastica’s Academy

 Lagtang, Talisay City, Cebu

 2009

 Minglanilla Central School

 Minglanilla, Cebu

 2005

**CERTIFICATES**

* Certificate of Completion for On-the-job Training
* Certificate of Participation for the 1st USC Accountancy Convention

**ORGANIZATION**

 Youth for Christ – Community Based

 2008 – 2013

**ON THE JOB TRAINING**

 MRB Accounting Firm

 Jessever Bldg., Osmeña Blvd.

 Cebu City, Philippines

 July 3, 2014 – September 19, 2014

**WORK EXPERIENCE**

**Accounting Assistant**

**Indo Arab Insurance and Reinsurance Brokers**

**P-10, Cluster Q,**

**Jumeirah Lake Towers,**

**Dubai, UAE**

**August 9, 2015 – present**

**Duties and Responsibilities**

* Issue receipts in every payment received from clients and making payments to reinsurers and brokers
* Recording every transactions made
* Updating outstanding statements of each insurance companies for both direct and reinsurance accounts
* Send emails to insurance companies for premium collections
* Issue payment after receiving the premium from the cedant (insurance company)
* Reconciling the books of the company and the bank to see if there are unrecorded transactions
* Filing
* Preparing salary every month
* Preparing slips for every cheque or cash deposit

**Customer Service Associate**

**Wipro**

**F Cabahug St.,**

**Cebu City, Philippines**

 **February 26, 2015 – July 26, 2015**

**Duties and Responsibilities**:

* Provide excellent service to customers
* To be able to meet customer expectations
* Answer calls courteously
* Responsible in resolving issues and complaints of customers
* Book a reservation on behalf of the passenger
* Providing the best flight that works for them if there are irregular operations or schedule change
* Sending confirmation emails/receipts
* Provides exact information needed to the passenger about baggage fees, change fees, and ticket terms and conditions
* Up selling
* Walk through customers in making a reservation and process refund online

**Accounting Staff**

**MRB Accounting Firm**

**Jessever Bldg., Osmeña Blvd.**

**Cebu City, Philippines**

**September 22, 2014 – December 15, 2014**

**Duties and Responsibilities:**

* Segregation of government files
* Pay government fees on behalf of our clients

**Strengths**

* Willingness to learn
* Good communication skills both oral and written
* Outgoing and reliable
* Computer literate
* Honest
* Resourceful
* Hardworking
* Excellent in English and grammar

**Reference**

Reference will be added upon request