**Mariazel**

**Mariazel.336853@2freemail.com**

**Graduate / Account Assistant**

An enthusiastic fresh graduate highly motivated with leadership skills, having a Degree of Bachelor of Science in Business Administration Major in Finance Treasury Management. Seeking for great career opportunities that will set my work enthusiasm to be my strength and give me excellent experience, knowledge and skills that will serve as my future asset.

**Skills**

* Adaptability -Time Management
* Critical Thinking -Team Player and fast learner
* Ability to accept criticism and learn from it - Basic skills in MS Office

**Experience**

*Account Assistant*

Landbank of the Philippines

September 5, 2016 – December 2, 2016

1598 M.H Del Pilar cor. Dr. J Quintos Sts., Malate, Manila

**Eligibility**

*Passer of Civil Service Professional Examination last December 6, 2015*

**Training and Seminars**

*On-the-job training*

Landbank of the Philippines (Baclaran Branch)

April 2, 2014 – May 15, 2014

#### Financial Literary Summit “Establishing Solid Foundations in Upholding the Milestone for Financial Literacy and Development”

February 8, 2014 @ Philippine Normal University- Main Hall Auditorium

#### National Finance Summit “Moving Towards Competence”

January 4, 2014 @ SMX Convention Center, Pasay City

#### 1st Philippine Junior Finance and Investment Summit

July 6, 2013 @ SMX Convention Center, Pasay City

**Educational Background**

***Tertiary Level:***

2011-2016

Pamantasan ng Lungsod ng Maynila

Bachelor of Science in Business Administration

Major in Finance Treasury Management

Intramuros, Manila

***Secondary Level:***

 2007-2011

 Children of Light Foundation Inc.

 Annex 29-32 Bernardo Square Brgy. Don Bosco, Paranaque City

***Primary Level:***

 2001-2007

 Children of Light Foundation Inc.

 Annex 29-32 Bernardo Square Brgy. Don Bosco, Paranaque City

Affiliation

* *Member, Junior Financial Executive (JFINEX) – PLM Chapter (2011-2016)*
* *Member, Junior Confederation of Finance Association (2012-2016)*

I hereby certify that the contained information in this resume are true and complete to the best of my ability and knowledge.