

**Xandra**

[**Xandra.337177@2freemail.com**](mailto:Xandra.337177@2freemail.com)

**Certified Public Accountant**

**CAREER OBJECTIVE**

To utilize my skills and theories learned from my degree and to acquire new knowledge and experiences for the benefit of the organization as well as my personal and professional growth.

**PROFESSIONAL PROFILE**

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| March 2013 -May 2013 | **Special Program for Employment of Students ( SPES )**  *Municipality of Balanga - Assistant*  *Balanga City, Bataan, PH*   * Provided general support to the Accounting Department   • Performed general office duties: filing, scanning, mail processing and data entry |
| March-May 2015 | **Peninsula Electrive Cooperative Inc.**  **Intern**  Roman Super Hi-way, Tuyo Balanga City, Bataan, PH  • Assisted in day by day accounting tasks: processed payments, organized client billing folders, procedure documentation   * perform general ledger accounting * organize checks and deposits and process invoices * Constructed a trial balance in Excel format and recorded journal entries |

**QUALIFICATIONS, SKILLS &ABILITIES**

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| Language | Fluent in Filipino and English. |
| Technical Skills | Excellent mathematical skills Capable of analyzing trends and variances  Proficient in Microsoft Office Application (Word, Excel, Powerpoint and Publisher) |
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| Personal Attributes | Excellent communication and organizational skills Able to work in a high volume environment Strong interpersonal and multitasking skills problem analysis and resolution |

**EDUCATIONAL ATTAINMENT**

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| Liscences: | **Certified Public Accountant**  Philippines, *2016* |
| Tertiary: | **Bataan Peninsula State University**  Bachelorof Science in Accountancy  *Class of 2016* |

**OTHER HIGHLIGHTS**

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| **Seminars attended** | |
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| March 27, 2016 | **Illumination: Widening the Horizon of Students Research Capabilities**  Bataan Peninsula State University |
| December 18, 2015 | **Pre-Employment Orientation Seminar 2015: Survive and Thrive: Power Plan for Career Success**  Sari Gamit Court, Bataan Peninsula State University, Balanga City, Bataan |
| August 14, 2015 | **JPIA: Exceeding Standards, Coping with Global Trends**  Pan Resort and Events Place, Abucay, Bataan |
| January 30, 2015 | **Leadership & Ethics Seminar: Engage JPIA, Encompassing Success, Hard work, Talent and Play in Vivid Colors** Lou-is Resort & Restaurant, Balanga City, Bataan |
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