

**Xandra**

**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
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**QUALIFICATIONS, SKILLS &ABILITIES**

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| Language | Fluent in Filipino and English.  |
| Technical Skills | Excellent mathematical skillsCapable of analyzing trends and variancesProficient in Microsoft Office Application (Word, Excel, Powerpoint and Publisher) |
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| Personal Attributes | Excellent communication and organizational skillsAble to work in a high volume environmentStrong interpersonal and multitasking skillsproblem 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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