**RAQUEL**

[**RAQUEL.337216@2freemail.com**](mailto:RAQUEL.337216@2freemail.com)

**LUNTAL, TAAL, BATANGAS**

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**CAREER OBJECTIVE:**

To be able to apply and impart the knowledge I have obtained from my studies on the task that will be assigned to me and develop everything I learned as well as my skills.

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**HIGHLIGHTS OF QUALIFICATIONS:**

* Hardworking and responsible
* Ability to work in a team
* Can communicate both English and Filipino
* Computer Literate

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**EDUCATIONAL BACKGROUND:**

**TERTIARY:** Batangas State University

Rajah Matanda St. Bagong Sikat, Lemery, Batangas

2014-2015

Bachelor of Science in Accounting Management

**SECONDARY:** Taal National High School

Calle Ilagan, Taal, Batangas

2010-2011

**PRIMARY:** Tulo Elementary School

Tulo, Taal, Batangas

2006-2007

**SEMINARS ATTENDED:**

**Junior Philippine Institute of Accountants (JPIA)**

Amphitheater, CITE Bldg., Batangas State University Main Campus 1

August 20, 2011

**The Empowerment of Youth Entrepreneurship**

Immaculate Conception College Gymnasium, Balayan, Batangas

February 15, 2013

**Go Negosyo 5th Filipina Entrepreneurship Summit 2013**

World Trade Center Manila, Pasay City

March 1, 2013

**Financial Management Seminar**

Jollibee Diversion, Malinis, Lemery, Batangas

September 27, 2013

**Annual Income Tax Seminar:** Preparation of ITR, Usual Income Tax Findings & Tax Saving Tips

SGV Hall of AIM Conference Center, Makati City

December 03, 2015

**WORKING EXPERIENCE:**

**May 18, 2015- January 10, 2016** **Accounting Staff**

124 North Science Ave.,SEPZ, Laguna Technopark, Biñan, Laguna

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**DUTIES AND RESPONSIBILITIES:**

* Protects organizations value by keeping information confidential
* Maintain financial reports and records
* Prepare and analyze budget
* Perform general Bookkeeping
* Responsible for billing activities, such as accounts payable and accounts receivable
* Prepare Payroll/ carrying out necessary payroll tax payments, enlightening staff on income tax withholding and other necessary deductions, as well as filing payroll tax.

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**PERSONAL INFORMATION:**

Age : 21

Date of Birth : May 06, 1995

Place of Birth : Luntal, Taal, Batangas

Gender : Female

Civil Status : Single

Religion : Born again Christian

Language Spoken : English/ Filipino

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