

Contact HR Consultant for CV No: .341251

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**CAREER OBJECTIVE:**

To obtain a position where I could effectively apply my skills and further enhance my knowledge to be of great help to the company’s success.

**WORK EXPERIENCE:**

Book keeper/Payroll and Accounting Clerk

Saint Paul College Island Park

City of Damariñas, Cavite, Philippines

August 2009 – December 2012

Fixed Assets & Supplies Purchasing Assistant

NCCC (New City Commercial Center) group of Companies Gempesaw St., Davao City, Philippines July 2013 - September 2016

**Seminars/Trainigs:**

On Job Training:

Cantilan Bank, Inc.

Corporate Headquarters

Office of the Strategic Management

Surigao del Sur

December 2008 – February 2009

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| **EDUCATIONAL BACKGROUND:** | |  |
| Collegiate: | Bachelor of Science in Commerce | |
|  | Major in Banking and Finance | |
|  | Saint Michael College |  |
|  | Cantilan, Surigao del Sur, Philippines | |
|  | 2005 – 2009 |  |
| Secondary: | San Miguel National High School | |
|  | San Miguel, Surigao del Sur, Philippines | |
|  | 2001 – 2005 |  |
| Primary: | Telaje Elementary School | |
|  | Tandag, Surigao del Sur, Philippines | |
|  | 1994 – 2001 |  |
| **Skills:** | Computer Literate (MS Word, Excel, PowerPoint) | |
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