MARCIANO

[MARCIANO.347112@2freemail.com](mailto:MARCIANO.347112@2freemail.com)

Career Objective: To secure a post that suits my qualification and shoulder the responsibilities of the job competently to give best possible results to the employer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Knowledge and Skills: Microsoft Word, Microsoft Excel, Bookkeeping, Quickbooks, Capable of working under time pressure, Fast learner.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment History:**

* Company : **Capuyan Sunflower**

Address : La Trinidad Benguet, Philippines

Position : **Accounts Payable/Recevable**

Inclusive date: Feb. 01, 2012 – March 30, 2015

* Company : **La Trinidad Multi-Purpose Cooperative**

Address : La Trinidad Benguet, Philippines

Position : **Bookkeeper**

Inclusive date: May 2006 – June 2010

* **Company : Local Government Unit**

Address : Nueva Era, Ilocos Norte, Philippines

**Position : Office Assistant (Inventory Clerk/Record Clerk)**

Inclusive date : September 2004 - March 31, 2006

* **Company : Nangalisan Enterprise and Construction Supply**

Address : Laoag City Ilocos Norte, Philippines

**Position : Sales Associate**

Inclusive Date : May 1999 – July 2004

**Trainings and Seminars Attended:**

February 23, 2007 “Bookkeeping & other Taxes Compliance Seminar”

December 17, 2008 “SPAS/PFRS Seminars (Int’l Acctg. Standard)

April 16, 17 & 23, 2006 “Strategic Dev’t Planning Workshop”

**Educational Background:**

Tertiary :

: Missions Education Certificate

: La Union, Philippines, 2014

: Bachelor of Theology

: International Christian College

: Baguio City, 1998

: Bachelor of Arts

: Northern Christian College

: Laoag City, Phils., 1996

Secondary : Sinait National High School

Sinait Ilocos Sur, Philippines, 1992

Primary : Cabugao Elementary School

Cabugao, Ilocos Sur, Philippines, 1988

**Personal Information:**

Date of Birth : March 8,1975

Civil Status : Married

Gender : Male

Religion : Pentecostal Christian

Citizenship : Filipino

I affirm that all of the above information is true and correct to the best of my knowledge.