

**OBJECTIVE**

* To acquire challenging position to further enhance my knowledge and skills that will significantly contribute on my development and personal growth.
* To effectively utilize earned experience and expertise particularly on my field of specialization.
* To chart out a career in accounting taking full advantage of my specialization in accounting and to work with my full efficiency and integrity in long term association with any reputed organization.

**QUALIFICATION**

Establish good working relationships with customers/clients. Ability to organize, prioritize and work under extreme work pressure and heavy work. Tolerant and flexible, adjusts to different situations.

Professionalism, positive attitude, dedicated to excellence, and exceptional ability to communicate effectively with co-employees and associates.

**EDUCATION**

**Bachelor of Science in Accountancy**

**Asia Pacific College of Advanced Studies**

Ibayo Balanga City, Bataan

March 2013

**PERSONAL DATA**

**Birthday :** February16, 1993

**Birthplace :** Mariveles, Bataan

**Religion :** Born Again Christian

**Height :** 5

**Weight :** 50 kg.

**Nationality :** Filipino

**Language :** English and Tagalog

**Civil Status :** Single

**Occupation :** Driver

**Occupation :** Housewife

REGINE

**CONTACT**

**Address**

BLK17 LOT11 EULALIO ST. VILLA LINA SUBD. BRGY. TENEJERO ,BALANGA CITY, BATAAN

**Phone**

+63 9300 545 305

E-mail

[regine.361339@2freemail.com](mailto:regine.361339@2freemail.com)

SEMINARS AND TRAININGS

**On the Job Training**

Municipal of Orion Bataan

Accounting Department

January 10, 2013

**Career Summit Seminar**

Villa Amanda Resort, Abucay, Bataan

October 9, 2012

**CPA 101: The Path to Success**

**Junior Philippine Institute of Accountants**

Asia Pacific College of Advanced Studies

March 10, 2011

**Philippine Financial Reporting for Small and Medium Enterprise**

Asia Pacific College of Advanced Studies

**JUNIOR CASHIER**

Accounting Department

Asia Pacific College of Advanced Studies

January 10, 2017- Present

Responsibilities

* Handling money and makes financial transactions in a school setting.
* Receive payment by cash and checks
* Issue receipts, change, or refunds
* Responsible for special transactions and money collections, such as for fundraisers, field trips and book fairs.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

**Jollibee Service Crew (Cashier and SMART)**

De Guzman Group of Companies

Jollibee Balanga Capitol

November 2013 – April 2014

**Jollibee Service Crew (Store Marketing Assistant)**

De Guzman Group of Companies

Jollibee Balanga Diversion

April 2013 – August 2013

WORK EXPERIENCE

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

CHARACTER REFERENCES