**TRISHA**

**TRISHA.366242@2freemail.com**

**PROFILE SUMMARY**

An Accounting Technology graduate with competencies in handling documents and organizing information is keen to find a position in an Accounting department. A trustworthy, detail-oriented, reliable, and meticulous person.

**KEY QUALIFICATIONS**

* Written and verbal communication Data processing
* Fluency in English MS Office proficiency
* Prioritizing management t Skilled and interpersonal
* Information organizing Multitasking ability

**EDUCATIONAL BACKGROUND**

2013 – 2017 Ateneo de Davao University

 Jacinto St., Davao City

 **Bachelors of Science in Accounting Technology**

**SCHOLARSHIP**

 Jubilee Scholarship Fund A-1 (2013-2017)

**ELIGIBILITY**

 Civil Service - Professional passer (March 2017)

**WORK EXPERIENCE**

 160 hours OJT Ciudadano and Associates, CPAs

 Ilustre Street, Davao City

 Accounting and Office assistant