**TRISHA**

[**TRISHA.366242@2freemail.com**](mailto: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