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**Catherine**

E-mail Address: Catherine.369505@2freemail.com

**OBJECTIVE**

To enhance my acquired knowledge by being part of this business and to learn new skills which I can use to help for the development of your respected company.

**ACADEMIC ACCOMPLISHMENTS**

**Tertiary Education:** **Bachelor of Science in Business Administration Major in Accounting**

University of Luzon, Perez blvd., Dagupan city

Year Graduated: 2016

**Secondary Education:** **Magsaysay National High school**

New Lucban Magsaysay Ave., Baguio City

 Year Graduated: 2012

**Primary Education:**  **Saint Michael School**

Poblacion South, Santa Cruz, Zambales

 Year Graduated: 2007

**PERSONAL DATA**

**Age:** 22 years old

**Birth Date**: June 15, 1994

**Citizenship:** Filipino

**Religion:** Roman Catholic

**Civil Status:** Single

HEIGHT : 5'3

WEIGHT : 60 KG

HOBBIES AND INTEREST :

 READING BOOKS

 INTERESTED IN TRAVELLING

 BLOOD TYPE : O

**ACHIEVEMENTS**

First Year Representative, Junior Accountant Society, 2012

Secretary, Junior Accountant Society, 2013

Treasurer, Junior Accountant Society, 2014

Sub- secretary, Junior Accountant Society, 2015

Business Managers, Student Council Officer, 2015

Dean’s Lister, Second Semester, 2015

**TRAININGS AND SEMINARS ATTENDED**

**Social Security System ( On the Job Training)**

Dagupan City Branch

November 12, 2015 - Feb 24,2016

**Tandoc National High School ( On the Job Training )**

San Carlos City, Pangasinan

Feb 26, 2016 - March 26,2016

**Entrepreneurship: A Career Option**

3rd floor Multipurpose Hall, University of Luzon

December 15, 2015

**Basic Credit Management**

3rd floor Multipurpose Hall, University of Luzon

December 14, 2015

**Banking Industry**

3rd floor Library, University of Luzon

December 12, 2015

**Branding**

3rd floor Library, University of Luzon

November 21, 2015

**BPO’s, Multinational Companies and Shared Services**

3rd floor Library, University of Luzon

November 21, 2015

**Empowering Entrepreneur at Digital Age**

CSI Stadia Dagupan City

July 2015

**Basic Leadership Training**

University of Luzon Stadio

August 2012

**WORK EXPERIENCES**

**ACCENTURE, INC**

**Uptown Mall, BGC Taguig**

Accounts Payable Associate

June 24, 2016-September 09, 2016

**DUTIES AND RESPONSIBILITIES:**

* review and verify invoices and check requests
* sort, code and match invoices
* set invoices up for payment
* enter and upload invoices into system
* prepare and perform check runs
* monitor accounts to ensure payments are up to date
* research and resolve invoice discrepancies and issues
* maintain vendor files
* correspond with vendors and respond to inquiries
* produce monthly reports
* assist with month end closing
* provide supporting documentation for audits

MANNER OF LEAVING COMPANY : IMMEDIATELY FILE RESIGNATION DUE TO TRAVEL TIME AND GRAVEYARD SHIFT. It was my first job and was not physically ready on consequences especially working in a graveyard shift but some how now I am willing to work for shifting schedule.

**TELSTRA INTERNATIONAL**

**MOA COMPLEX PASAY CITY**

Technical Support Representative

October 10, 2016 to May 10,2017

**DUTIES AND RESPONSIBILITIES:**

* Provide end to end customer service to customers
* Listen and understand why customer has called us and what matters to them
* Take full ownership to resolve customer queries and deliver what matters to the customer on the first call.
* Proactively identify and raise areas for process/policy improvement through the appropriate channels to prevent further customer issues.
* Work as part of a larger team to create a continuous improvement culture.
* Integrate key learning into operations to help support customer advocacy.

MANNER OF LEAVING THE COMPANY : I want to pursue my dream in airline industry. I want to seek better and stable career.