

**Karla**

**Sharjah Buhaira Corniche**

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**Visa Status: Tourist Visa**



**Career Objective:**

Seeking a position as an accounting staff that will utilize my knowledge and skills in the degree I have taken.

**Educational Attainment:**

**Tertiary:** University Of Cebu-Banilad (Philippines) Bachelor of Science in Business Administration Major in Management Accounting (2012-2016)

**Secondary:** Talamban National Highschool (Cebu City, Philippines)

Talamban Cebu City

(2008-2012)

**Skill Highlights:**

* In-deep knowledge of business especially in the accounting department.
* Computer proficient
  1. Has knowledge on Microsoft Office Programs.
* Able to learn concepts quickly and a critical thinker.
* Is a hard-working individual and is willing to accept challenges.
* Good judgment.
* Ability to work independently with minimal supervision.

**WORK EXPERIENCE:**

* **Accounting Staff** (November 2015–March 2016)R.Talaba Accounting Firm

**Duties and Responsibilities**

* + Process the SSS papers
  + Follow up Clients
  + Receiving Incoming & Outgoing calls
  + Make Voucher
  + Encode the Invoice no. and double check
* **Bills Processor** (November 2016–December 2017)Fooda Saversmart Corporation

**Duties and Responsibilities**

* Process the electricity, water and postage bills
* Process the consignment payment
* Receiving courier from other branches
* Make Accounts Payable Voucher
* Receive and Check Invoices from supplier
* Segregate Invoices from other branches
* Check supra and encode into system

**Personal Data:**

Date of Birth: April 25, 1996

Place of Birth: Cebu City (Philippines)

Age: 21

Gender: Female

Citizenship: Filipino

Religion: Roman Catholic

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