****

**JEZYLLE**

[jezylle-391451@2freemail.com](mailto:jezylle-391451@2freemail.com)

|  |  |
| --- | --- |
| **SUMMARY OF QUALIFICATIONS** | * Degree in Financial Management * Good oral and written communication skills * Dependable, self-reliant, and proactive |
| **RELEVANT SKIL** | * Microsoft office, excels, and power point. * Proficient in advanced Excel programming. * Basic accounting skills * SAP Certified * Bookkeeper * Prepared internal and external correspondence for school activities. * Good oral and written communication skills. |
| **JOB EXPERIENCE** | ***PixcelTransglobal Foods Inc. (February 2017 – Nov 2018)***  ***Accounting staff cum Secretary***  Job Summary:   * Handle multiple priorities, co-ordinate several tasks simultaneously to   meet deadlines and ensure timely follow up.   * Prepare all the kinds of correspondence containing routine inquiries. * Arrange visas, travel/hotel bookings and others. * Arrange appointments or meeting as per my superior's instruction. * Attend meetings and arrange Agenda, Minutes of Meeting and   reports.   * Provide leadership in a developing program and plan with the   management and staff, and carry out plans and policies authorized by  the board.   * Greet visitors and determine whether they should be given access to   specific individuals.   * Performs other duties as may be assigned by the superior from time to   time.   * Demonstrate proficiencies in telephone, e-mail, fax and front-desk reception within a high volume environment. * Product Costing * Handles Petty Cash Fund * Prepares weekly Petty Cash summary * Inventory checking * Daily Factory Sales * Prepares monthly &weekly Payroll   ***RDA Consultancy Inc. (May 2016 – January 2017)***  ***Accounting Staff***  Job Summary   * Basic Clerical works * Basic Tax Compliance * Preparing Check/Cash Vouchers * Basic Bookkeeping * Answering emails and phone inquiries * Performs other duties as may be assigned by the superior from time to   time. |
| **SPECIALIZED TRAINING and SEMINAR** | SAP Business One, Certificate of completion, SAP Certified, New Era University, March 2013  National Finance Summit, Ground Zero for Global Competitiveness, Certificate of Participation, JCFAP, SMX Convention Center, January 2015  CFA Summit, Certificate of Attendance, CFA Institute, SMX Convention Center, September 2015  NC III Bookkeeping, Certified Bookkeeper, CIT, September 2015  National Finance Summit, Traversing the Integration Minefield, Certificate of Participation, SMX Convention Center, January 2016  Bloomberg Caravan, “The New Employment Landscape for Business Students in the Midst of ASEAN Integration and Globalization” , Certificate of Attendance, Old College of Evangelical Ministry Auditorium, New Era University, February 2016  Pre-Employment Orientation Seminar, The Road Map to Career Success, Certificate of Attendance, Iglesiani Cristo Tabernacle, February 2016 |
| **EDUCATION** | **BSBA Major in Financial Management,** New Era University,  April 2016 |
| **PERSONAL**  **DATA** | **AGE:** 22 Years Old  **GENDER:** Female  **CIVIL STATUS:** Single  **NATIONALITY:** Filipino  **RELIGION:** Roman Catholic  **HEIGHT:** 5’2”  **WEIGHT:** 40kg  **LANGUAGES:** Filipino/English  **Visa Status :** Visit Visa Till **July 30,2019** |
|  |  |