**Gulfjobseeker.com CV No:** **1313598**

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**PERSONAL INFORMATION**

Date of Birth : August 22,1993

Age: 21 Religion: Roman Catholic

Sex: Female Height: 5’0

Civil Status: Single Nationality: Filipino

Occupation: Driver

Occupation: Housewife

**EDUCATIONAL BACKGROUND**

COLLEGE:

School: Colegio De La Purisima Concepcion

Address:Arsobispo Street Roxas City

Degree:Bachelor of Science In Accountancy

Year: 2010-2014

ACTIVITIES:

Young Pinoy Trepreneur Forum - 1 Day MBA for Entrepreneur

 CAP Auditorium,Iloilo City

PICPA Convention - 2013 Joint Visayas Geographical RegionalArea Office And Western Visayas Regional Conference

 Filamer Christian University,Roxas City

ACPAE Seminar - Updates on the IFRS For Business Combination And Consolidation Foreign Translation And Joint Arrangement (By: Professor Antonio J.Dayag, CPA)

Participant 7th Junior Phillipines Institute of Accountant Midyear Convention,Murcia Negros Occidental

Participant 8 th Junior Phillipines Institute of Accountant Midyear Convention,Boracay Kalibo Aklan,

 Educational Fieldtrip,Cebu City, Phillipines

SECONDARY

School: Concepcion Castro Garcia National High School

Address: Barangay Sta. Cruz, Dumalag Capiz

Year: 2006-2010

Honor/Award: 3rd Honorable Mention,Outstanding Girl Scout of the Year

ELEMENTARY

School: Sta Cruz Elementary School

Address: Sta Cruz Dumalag Capiz

Year:2000-2006

Honor/Award: 1st Honorable Mention,Mathematecian of the year,Best in Science ,Best in Spelling

**SKILLS:**

Dancing

Typing

Computer Literate

Interpersonal Skills

**WORK EXPERIENCE:**

OJT ON-THE JOB TRAINING

Andrade Accounting Firm

Roxas City, Capiz

JOB DESCRIPTION:

* Filing the documents
* Telephone calls
* Making deposit slip
* Payment to the bank (withholding tax)
* Updating Bankbook
* Encoding Financial Statement
* Preparing forms like, (forms 2551m,2550m,1902,1905 etc..)

PART TIME JOB:

BESS- BULILAN ENGINEERING SUPPLY AND SERVICES

PROFESSIONAL ELECTRICAL ENGINEER EXTENSION OFFICE

Molino bldg. Roxas avenue,Roxas City ,Capiz

Position: Office Secretary/Personnel

JOB DESCRIPTION:

* Entertaining clients drop by in the office about there transactions
* In charge in the processing of the office Business Permit and BIR Payment
* Keeping or Preparing Electrical sketch Plan and Electrical Plan