**Leizel**

Email: leizel-394355@2freemail.com

**QUALIFICATIONS**

* Analyze, examine and interpret account records, compile financial information, and reconciled reports and financial data.
* Process journal entries and perform accounting corrections to ensure accurate records.
* Self-organize, initiator, independent worker, ability to multi task and prioritize.
* Team worker, but works independently when necessary.

**EDUCATIONAL BACKGROUND**

### Tertiary Education: University of San Carlos

Address: P. Del Rosario St., Cebu City

Degree Program: Bachelor of Science in Accountancy Year Graduated: 2011-2016

### Secondary Education: Salaman Institute

Address: Brgy. Aurelio Freries Sr., Lebak, Sultan Kudarat Year Graduated: 2007-2011

### Elementary Education: Salaman Central Elementary School

Address: Pob. I, Lebak, Sultan Kudarat Year Graduated: 2001-2007

#  SKILLS

* Knowledgeable in Oracle, Microsoft Office and Indinero Software
* Sound knowledge of Accounting Concepts
* Possess strong analytical and problem solving skills
* Skilled in presentation and preparation of financial statements

#  AWARDS AND RECOGNITIONS

### Certified Tax Technician

July 2019

### Certified Financial Advisor

April 2018

### Certified Public Accountant

October 2016

* **Cum Laude** Accountancy Department University of San Carlos
* **Consistent Dean’s List** Accountancy Department University of San Carlos

### Certified Bookkeeper

Bookkeeping NCIII May 2013

* **Class Valedictorian** Salaman Institute Batch 2011
* **Class First Honorable Mention** Salaman Central Elementary School Batch 2006

### 3rd place in Metrobank-MTAP-DepED Math Challenge

 **SEMINARS AND TRAININGS ATTENDED**

* **SEC and BOA updates**

Waterfront Hotel 2018

### A Seminar on Financial Management and Taxation and a Forum with Board of Accountancy

University of San Carlos 2018

### Take Charge of your Future Making You Financially Capable

Waterfront Hotel 2018

### Deutsche Bank: Introduction to Investment Banking

Gansenwinkel Hall University of San Carlos 2015

### USC Accounting Convention: Leap & Beat The Odds: Capturing the accounting Vision, Gearing Towards ASEAN Integration

Convention Hall- SM City Cebu 2014

### Banko Sentral ng Pilipinas: Symposium on Currency

University Of San Carlos 2012

### Business and Finance Convention Activity Center

J.Y. Square Mall 2012

**ORGANIZATIONAL AFFILIATIONS**

* Philippine Association of Certified Tax Technician
* Philippine Institute of Certified Public Accountant
* National Federation- Junior Philippine Institute of Accountants
* JFINEX- Member
* Dance Talent Circle -Member
* Assistant Editor-in-chief –Pioneer School Paper

 **WORK EXPERIENCES**

* **Accounting Associate**

June 2018 – August 2019

* **Financial Advisor**

April 2018 – August 2019

* **Accounting Analyst**

March 2017- June 2018

* **Accounting Intern**

March 2014 - May 2014

* **Audit Assistant Intern**

October 2013 - February 2014

##  VOLUNTEER EXPERIENCE

* Proctor/Room Watcher for Professional Regulation Commission Examination
* Assisted in the 69th PICPA annual National Convention