

## SUMMARY

An ACCA student seeking experience and training to be of value towards satisfaction of qualification requirements. I aim to contribute the knowledge that I have acquired from my previous studies into practical settings. I am greatly determined in accomplishing goals; capable of carrying out tasks well both independently and as part of a group.

## SKILLS

- ERP System (*Sage*)
- Microsoft Office
  - proficient in *Word*, *Excel*, and *PowerPoint*
- Analytical Skills
- Organizational Skills
- Interpersonal Skills
- Leadership Skills
- Communication Skills

## EDUCATION

### Phoenix Financial Training (2015 – Present)

- ACCA Advanced Diploma in Accounting and Business
- Currently studying ACCA professional level

### Oxford Brookes University (March 2018)

- BSc (Hons) Degree in Applied Accounting with *First Class Honours*

### The New Filipino Private School (Graduated in 2015)

- Graduated with honors
- Maintained excellent academic standing
- *Editor-in-chief* of the 2015 school magazine
  - demonstrated leadership and attention to detail

## EXPERIENCE

### Falcon Pack Industry (January 2018 – Present)

#### ACCOUNTS EXECUTIVE

- Preparation of monthly and quarterly reports for management use including those dealing with revenue, price variances, inventory movement, and expenditure