

Chedel Castro Mahinay



✉ Chedel@outlook.com

☎ 09606051680

📍 Blk 1 lot 46 richlane
subdivision

📅 09/06/1994

🇵🇭 Filipino

👤 Male

Languages

English

IELTS 7.5 overall rating

References

Chedel@outlook.com

Chedel@outlook.com

github.com/Chedelmahinay

PROFESSIONAL EXPERIENCE

Drake Business Services Asia

Michelle Totanes

07/2017 – 01/2018 | Metro Manila, Philippines

- Oversaw and managed Employee Reimbursements, Expenses, and inventory provisions.
- Prepared monthly, quarterly, and annual reports for the company's Income Tax return.
- Collected, analyzed, and managed quantitative data of the company's Salary record in Excel

ATTY. NENITA MAHINAY & ASSOCIATES

Atty. Nenita C. Mahinay ✉

03/2018 – 03/2020 | Metro Manila, Philippines

- Developed and maintained a client information database through Microsoft Excel.
- Lettered cases w/ supervision through MS Word, handled client Assistance/Requests via visits/walkins, phone, email, mail, social media.
- Sorted and Filed case documents in several government departments as well as filing and receiving cases through mail

CERTIFICATES

INTRODUCTION TO DATA ANALYSIS USING EXCEL



(Learned several excel formulas that can manage large datasets with functions: IF, SUM, INDEX, MATCH, VLOOKUP. etc.)

100 HOURS COMMUNICATION EXCELLENCE (CX)

(Developed effective english speaking in public, in groups, or via electronic media.)

EDUCATION

Bachelors in Business Administration - Major in Finance

Centro Escolar University ✉

03/2013 – 03/2017 | Metro Manila, Philippines

SKILLS

- ,
- Proficient in computer applications skills in “MS Word, Excel and PowerPoint”.
- ,
- Attention to detail and precision, good work ethics concerning meeting deadlines and reliability.
- ,
- Good in oral and written English communication.