

*June 2017 – November 2018*

Accounting Assistant

*New World Ventures*

* Maintained budgets and records.
* Processed and documented transactions.
* Prepared and presented financial reports.
* Provided assistance in audits and resolving inconsistencies.

*December 2018 – July 2022*

Accounting Officer

* Checking accuracy of financial records
* Reviewing cash flows and calculating financial risks.
* Overseeing databases and communicating with clients.
* Researching on the financial market and monitoring budgets.
* Worked with various departments to build strategies on boosting profit and minimizing expenses.
* Strong written and verbal communication skills
* Computer skills
* Knowledgeable in Microsoft Office
* Strong financial acumen
* Developed problem-solving skills

EXPERIENCE

SKILLS

*2013 – 2017*

**University of Santo Tomas**

Bachelor of Science

In Accountancy

SABRINA BUENAVENTURA

EDUCATION

CONTACT

47 Bughaw St., Kalayaan Heights, Quezon City0946XXXXXXXSabrinaBV@webnet.com

Knowledgeable Accounting Officer with three years of experience in reviewing cash flows, preparing financial records, and supervising accounts. Detail-oriented and well-versed in resolving accounts, identifying inaccuracies, and handling account concerns. Presently seeking a post in a dynamic environment that fosters professional growth.