

Rose Ashley V. Santos

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Birthday: February 12, 2002



JOB OBJECTIVE

A hard-working professional applying for the position of Accounting Assistant to provide effective and quality support to accounting and financial responsibilities by applying exceptional knowledge of basic accounting principles and procedures, strong ability to operate computerized accounting systems and office applications, outstanding ability to communicate information clearly to client groups and internal audience.

TECHNICAL SKILLS

- Good analytical skill
 - Adept in performing reconciliations and journal entries
 - Understanding of terms and principles related to finance
 - Proficient in using MS Office, Excel and SAP Business One
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PERSONAL SKILLS

- Excellent written and verbal communication skills
 - Highly organized and efficient
 - Goal oriented
 - Compatibility for both independent and team work
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EDUCATION

Bachelor of Science in Business Administration Major in Financial Management (present)

Don Mariano Marcos Memorial State University

San Fernando City, La Union

Accountancy Business Management (2020)

Senior High School at STI College La Union

San Fernando City, La Union
