

# Anna Marie Daguino Germino

Address: Block 16 Lot 21 ACM Woodstock Homes, Alapan IA, Imus, Cavite Philippines  
Contact # Mobile Phone: 09276880013



## PERSONAL PROFILE

I am a dedicated, energetic and industrious with the ability to work independently as well as with a team. I am a fast learner, always keen to learn new skills to aid in my development.

DATE OF BIRTH:	August 23, 1982
HEIGHT:	5'3"
WEIGHT:	57 kgs
CITIZENSHIP:	Filipino
CIVIL STATUS:	Married

## CAREER HISTORY

**January 2010-August 2020 : Faith Achieve Plastics Corp.,**

### Responsible to the Accounting / Payroll / Administration Department

- Responsible in Preparing Documents for Foreign National Visa Applications
- Responsible in checking and computation of employees wages, HR concerns, & timekeeping.
- Responsible for the company's bank transactions, preparing checks and vouchers.
- Responsible in handling employees' concerns regarding benefits such as SSS, Philhealth and Pag-Ibig
- Transacts with PEZA Admin & Head office on all other company's concerns

**Oct 2003 - Oct 2008 : Most Int'l Phil's Corp.,**

### Position: Accounting / Payroll / Admin staff

- Responsible in Preparing Documents for Foreign National for Visa Application
- Responsible in checking and computation of employees' wages
- Responsible on daily monitoring of usage of production and office supplies
- Responsible in inventory of office supplies
- Responsible for monitoring the company's bank transactions
- Responsible in handling employees' concerns regarding benefits such as SSS, Philhealth and Pag-Ibig
- Under direct supervision of Admin & Accounting Officer

## ACADEMIC HISTORY

**1999 – 2003 : Imus Institute - Imus, Cavite**  
Bachelor of Science in Commerce - Major in Management

**1995 – 1998 : Emiliano Tria Tirona Mem. National High - Kawit, Cavite**  
High School

## KEY SKILLS

**Languages : English**

**Communication:** Excellent written and verbal communication skills and can communicate effectively to a wide range of audiences. I can liaise well with others and convey my thoughts and ideas directly

## REFERENCES

**MR. KIM SUNG SOO**  
President  
Most Intl Phils Corp

**Ms. LEA L. TUNA**  
Officer-In-Charge  
Faith Achieve Plastics Corporation

**Mr. Levi Vizmanos**  
OIC-EAD  
PEZA, Rosario, Cavite

  
**Anna Marie D. Germino**  
applicant