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JELLY MIE VALLADORES AGUSTIN

OBJECTIVE Experienced bookkeeper and a fresh graduate seeking a company where is a need a variety of office management tasks that would help me hone my abilities and knowledge in the field of business management, finance, accounting and taxation.

SKILLS & ABILITIES Can easily adopt work environment
Knowledgeable in Microsoft Office Application
Very Competitive in Work and exercise effort in every single task
Honest, Humble and Trustworthy
Focus to work and keen on details
Updated on Technological Innovations

EXPERIENCE

STUDENT OFFICE STAFF, SAN SEBASTIAN COLLEGE RECOLETOS DE CAVITE
June 05, 2017 – March 2020

INTERN, ANTEL GROUP OF COMPANIES
April, 2019 – June 2019

FREELANCE BOOKKEEPER
June 2017- February 2020

ACCOUNTING STAFF
November 2016- March 2017

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTANCY
RIZAL TECHNOLOGICAL UNIVERSITY – MANDALUYONG
June 2015- October 2016

Dean's Lister, 1st Semester A.Y 2015-2016

BSBA MAJOR IN FINANCIAL MANAGEMENT
SAN SEBASTIAN COLLEGE RECOLETOS DE CAVITE – CAVITE CITY
June 2017 – June 2020

Dean's Lister, 1st and 2nd Semester A.Y 2017-2018
Dean's Lister, 1st and 2nd Semester A.Y 2018-2019
Dean's Lister, 1st and 2nd Semester A.Y 2019-2020

LEADERSHIP Recoletos Educational Assistance for Deserving Students (READS)
San Sebastian College Recoletos de Cavite
Vice President for Finance (March 2019- June 2020)

REFERENCES

DR. EMAR G. JANABAJAB, MD
Faculty – San Sebastian College Recoletos de Cavite
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MS. MARCELLA VERNICE TULAO, RPM
Faculty – San Sebastian College Recoletos de Cavite
marcella.verynice@gmail.com (+639189419477)

MELODY LABOG, RN
Director – San Sebastian College Recoletos de Cavite
melody.labog@sscr.edu

The undersigned hereby sworn and declare that all information stated herein is true and correct.


Jelly Mie V. Agustin