



KATHERINE SABIDONG MUTIA

COMPUTER SECRETARIAL BOOKKEEPER

Contact No.: 09178747979
Email Address: katkat.2224@gmail.com
Address: Block 30 Lot 6 Acacia Townhomes, Brgy., Toclong Kawit Cavite.

PERSONAL PROFILE

I am experienced administrative officer for 7 years. Who is looking for full- time job in order to enhance my skills and gain more experience and knowledge.

SKILLS AND ABILITIES

*Computer Literate
MS Office suite
Bookkeeping
Maintains high degree of
discipline and professional
conduct of all time.
Strong communication and
interpersonal skills
Fast learner
Team player
Motivated and Dedicated.*

PERSONAL BACKGROUND

DATE OF BIRTH: October 22, 1986
ADDRESS OF BIRTH: Cartagena Sipalay
Negros Occidental
WEIGHT: 58 kg
HEIGHT: 5'3
RELIGION: Roman
Catholic
NAME OF FATHER: Carlito C. Sabidong
OCCUPATION: Foreman Carpenter
NAME OF MOTHER: Merlinda M. Sabidong
OCCUPATION: Deceased
ADDRESS: Hibaon-sur Mandurriao Iloilo
City
MARITAL STATUS: Married

ACADEMIC PROFILE

ACCESS COMPUTER & TECHNICAL COLLEGE

Computer Secretarial | 2009-2011

TESDA (Technical Education & Skills Development Authority) BOOKKEEPING NCII | 2011

REFERENCES

ESTER ARPA|09294652330|PRC
CONNIE BAGNOL|09184333931|ACCESS
COMPUTER COLLEGE
FERDIE BELASA|09173845349|MOFI-ACTIVE
HEARING CENTER
REINHARD MUTIA|09456053803|ACTIVE HEARING
CENTER

WORK EXPERIENCE

ADMINISTRATIVE OFFICER

MANILA OTORHINOLARYNGOLOGICAL FOUNDATION (MOFI) INC. | APRIL 2013-JULY 2020

Filing documents
Deposit check and cash in the bank
Prepared documents such as letters, forms and reports using word and excel.
Compose new releases, emails and journal entries.
Bookkeeping
Preparing monthly financial reports
Answering calls, taking messages and handling correspondence.
Organizing and servicing meetings (producing agenda and taking minutes).
Prioritizing workload
Preparing Monthly Financial Reports
Maintained office supplies and process purchased order as needed.
Prepared documents of SEC, BIR and government papers.

SECRETARY. | DC Salonga Construction & Interior Design. | 2013

SECRETARY. | Ictech Trading. | 2012

SALES CLERK | SPORTS CENTRAL SM DELGADO. | 2006

SERVICE CREW | TONG HUA CO RESTAURANT | 2005

ACHIEVEMENTS

CERTIFICATE OF COMPLETION ON THE JOB TRAINING

(PRC) PROFESSIONAL REGULATION COMMISSION

From November 24, 2010 to March 18, 2011

For three hundred four (304) hours and fourteen (14) minutes.

CERTIFICATE OF ACCREDITATION

BOOKKEEPING NC11

TESDA (Technical Education & Skills Development Authority) | 2011

SEMINARS ATTENDED

3rd Annual business day, held in access computer college by Ms. Crisanne B. Baclit on Sept. 24, 2010

Career planning, held in Baguio city by Ms. Amy De Guzman on Feb. 18, 2011

I hereby certify that the above information is true and correct to the best of my knowledge and belief.


KATHERINE S. MUTIA