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***Accounting Offcer***

*December 2018 – July 2022*

*· 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.*

***Accounting Assistant*****New World Ventures**

*June 2017 – November 2018*

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

· Strong written and verbal communication skills· Computer skills· Knowledgeable in Microsoft Office· Strong financial acumen· Developed problem-solving skills

**Skills**

***University of Santo Tomas***

*2013 – 2017*

Bachelor of Science in Accountancy

**Work Experience**

**Contact Information**

**Sabrina Buenaventura**

**Work Experience**

*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.*