

MIKARLA F. TIONGSON

15 A Pantihan II St. Brgy. Flores Malabon City

Contact Number: 09275468137

Gmail: mikarlaciongson18@gmail.com

**OBJECTIVE:**

I am looking for a suitable job that would best fit my qualification and develop further my knowledge and to utilize my skills for development and to work in a highly competitive environment to seek new situation, pursue adaptability, create exceptional value and share my experience , talent for continuous career improvement.

EDUCATION:

TERTIARY:

2010-2017

STI COLLEGE CALOOCAN

Bachelor of Science in Information Technology

SECONDARY:

2006-2010

MALABON NATIONAL HIGH SCHOOL

High School Diploma

WORKING EXPERIENCE

Messenger & Encoder**Private Accounting Firm**

Malabon City

2015-2016

DUTIES & RESPONSIBILITIES

- Deliver the statement of the clients
- Get the payments of the client
- Encode in BIR forms online
- Pay at the bank
- Encode the account and profile of the client

PCOS MACHINE TECHNICIAN**Commission on Elections**

Malabon City

2012

DUTIES & RESPONSIBILITIES

- assisting the voters resolving computer-related issues

SEMINARS AND TRAINING ATTENDED

21st STI NATIONAL YOUTH CONVENTION

Aliw Theater

February 5, 2016

SKILLS:

- Oriented in Microsoft Office applications such as:
 - Microsoft Excel
 - Microsoft PowerPoint
 - Microsoft Word
- Capable of editing videos/clips using Microsoft Movie Maker
- Capable of typing 55 words per minute
- Capable of speaking Filipino and English language
- Capable of editing photos using Adobe Photoshop CS4 and higher
- Capable of using different Microsoft Windows applications

REFERENCE:

Glenda S. Garcia

Private Accounting Firm

Accountant/Book Keeper

09778346690

Rico Manuel Ong

Pagamutang Bayan ng Malabon

Dentist

09164963833