

## NOMAR P. MAGPAYO

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### **OBJECTIVE**

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To obtain a position in the management field that will enable me to use my strong organizational skills, ability to work well with people and to demonstrate the competence that satisfies the interest of the company.

### **EDUCATIONAL BACKGROUND**

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#### **TERTIARY**

**2013 –2016**

#### **STI COLLEGE CALOOCAN**

Bachelor of Science in Business Management  
Major in Operations (*BSBM*)

**2010-2012**

#### **STI COLLEGE RECTO**

Hospitality and Restaurant Service

#### **SECONDARY**

**2006- 2010**

#### **FLORENTINO TORRES HIGH SCHOOL**

### **WORK EXPERIENCE < If Applicable only, order by latest >**

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**2013-2014**

#### **Tee And Company Audit and Consulting Firm**

- Provide necessary assistance to accountants in processing their accounting journal book and ledger
- Process client's BIR monthly remittance
- Encoding of sales and expenses
- Processing BIR, SSS, Philhealth and PAG – IBIG contribution

**2012 – 2013**

#### **Golden Arches Development Corp. (McDonald's)**

- Service Crew

### **SKILLS AND ABILITIES**

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- Can perform Microsoft Office (MS Word, Excel, Powerpoint Internet, etc)
- Highly organized and efficient
- Ability to work independent and as well as work with a team
- Ability to exhibit high levels of patience and quick learner

**EXTRA-CURRICULAR ACTIVITIES**

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2014	Mr. STI-CALOOCAN TALENT SEARCH Mr. STI Champion 2014
2011 and 2012	Mr. STI-RECTO TALENT SEARCH Mr. STI First Runner –Up

**CHARACTER REFERENCES:**

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