

BEVERLY LUZ BLANCA

113 Lower Northern Hills, Malhacan,
Meycauayan City, Bulacan
09754644819
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OBJECTIVE

To obtain a challenging position and career growth opportunities in Business Management industry that will allow me to utilize my acquired knowledge and leadership skill.

ON-THE-JOB TRAINEE

G-TECNICA EQUIPMENT CORPORATION
Accounting assistant

November 21, 2016 - March 14, 2017

EDUCATIONAL BACKGROUND

TERTIARY

2014-2017

STI COLLEGE CALOOCAN

Bachelor of Science in Business Management
Major in Operation

2009-2013

Meycauayan National High School
High school Diploma

SKILLS

- Knowledgeable in MS office (Word, Excel and Power Point)
- Knowledgeable in Quick Books
- Good communicator
- Motivator
- Good Listener

SEMINAR ATTENDED

PRE-EMPLOYMENT TALK
MARCH 30, 2017

PROFESSIONAL ETIQUETTE
APRIL 5, 2016

CHARACTER REFERENCE

Reference available upon request.