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| **DEAN MIKHAIL EVANGELISTA CRUZ**  An independent and self-motivated person seeking opportunities in fields related to IT. Interested in positively contributing to an organisation’s corporate or departmental objectives, while gaining valuable industry experience. |

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| **EDUCATION**  **Diploma in Digital Design and Development**  Republic Polytechnic  *2022 – 2025*  **Higher ‘NITEC’ in Accounting**  ITE College East  *2014 – 2016*   * Business Writing and Presentation * Costing/Taxation/Accounting * Service Excellence | | | **TECHNICAL SKILLS**  **Design**  **Microsoft Office**  **Programming**  **SOFT SKILLS**  Attention to Detail  Dependability  Teamwork | | *Illustrator, Photoshop*  *Word, Excel, PowerPoint, Outlook*  *HTML5, CSS, Javascript, Java, Python*  Adaptability  Organized | |
| **WORKING EXPERIENCE**  **Morrison Management Pte. Ltd.**  Accounts cum Admin Assistant  *2021*   * Handle and maintain accurate accounts for multiple clients across different industries using Excel and various accounting systems such as **ABSS** over short timelines. This includes resolving discrepancies in accounts such as opening balances reconciliation. * Manage daily accounting tasks including preparation of customer invoices. * Perform quarterly GST review work | | | **Progressive Industrial Equipment Co. Pte. Ltd**  Administrative Executive  *2020 - 2021*   * Procurement of the company’s goods to supply to customers through **MYOB** and **ABSS**. * Issuance of sales quotations to prospective customers and clients. * Usage of **BCI Asia** software to search for relevant leads to where our company can be the supplier of needed goods/services. * Answering phone calls and attending to customer/client’s needs regarding our sales/rental services. * Administrative duties regarding **GeBIZ** such as submitting the tenders, sourcing for products related to tenders and submitting necessary documents etc. * General administrative duties around the office such as compiling data, filing, photocopying, presenting documents to direct manager etc. | | | |
| **LANGUAGES** | | | | | | |
| **English** | | | **Tagalog** | | | |
| **INTERESTS** | | | | | | |
|  | Computer  Computers | Game controller  Gaming | Video camera  Film and Movies | Airplane  Travel | |  |