

MANZO, RITZMOND E.

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Birthdate: September 18, 1997

Birthplace: Ormoc City

Sex: Male

Citizenship: Filipino

Civil Status: Single

Cellular No.: +639456847868



OBJECTIVE

Motivated and detail-oriented individual seeking a Financial Analyst position to leverage strong analytical skills, financial knowledge, and contribute to organizational growth and decision-making processes.

EDUCATIONAL BACKGROUND

Tertiary Education 2022 - (Present)	Eastern Visayas State University – Ormoc Campus Bachelor of Science in Information Technology Brgy. Don Felipe, Ormoc City, Philippines 6541 Undergraduate
High School 2010 – 2014	Divino Amore Academy Lower Mohon, Talisay City, Cebu
Elementary 2006 – 2010	Mohon Elementary School Mohon, Talisay City, Cebu

KNOWLEDGE, SKILLS AND ATTITUDE

While studying in IT program at EVSU - OC I have developed a handful of essential skills that are as follows:

- *Knowledgeable in various data entry software and tools, including Microsoft Excel, Google Sheets, and data analysis tools*
- *A critical attribute for maintaining the integrity of financial data and minimizing errors in analysis. Ability to prioritize and manage multiple tasks effectively, meeting strict deadlines*
- *Strong organizational skills, maintaining accurate and well-documented records*

Work Experience

Graphics Associate
Ripe Concepts
8/F Ayala Center Cebu Tower, Bohol Ave, Cebu City, 6000
August 2019 – January 2020

Office Clerk
HLKT General Services
February 2019 – July 2019

IT Support
Outsource It Manpower Outsourcing and
Logistics Corporation
July 2018 – December 2018

OTHER SKILLS

- Knowledgeable with softwares like Microsoft Offices, Google Suites, Adobe Photoshop, Adobe Illustrator, Jupyter Notebook
- Ample Knowledge in Data Analytics library such as Numpy and Pandas.
- Attention to detail and accuracy
- Ability to work independently and in a team environment
- Computer Literate

REFERENCES

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