



IRICHELE MONTEROZO

ACCOUNTING INTERN

CAREER GOALS

I'm a 21-year-old Accounting Information System major who aims to work for the any position related to accounting field. I am currently looking for an internship or part-time job to gain experiences for my future career. If possible, I would like to be a permanent employee in your company as soon as I graduated in college.

EXPERIENCES

Bookkeeping | Keyk Ko 'To | 2014-2016

Character Reference: Melvin Monterozo

Contact: <https://www.facebook.com/melvin.monterozo>

Asst. Accounting Clerk | NCBA-Fairview | 2018

Senior high school immersion limited to basic accounting cycle. Journalizing and posting transactions. Learned about using Microsoft Excel as an accounting tool.

KEY SKILLS

- ✓ Accounting
- ✓ Bookkeeping
- ✓ MS Excel
- ✓ Problem-Solving and Analytical Skill
- ✓ Communication and Interpersonal Skill

ACADEMIC HISTORY

New Era University

2019-Present

BS Accounting Information System

National College of Business and Arts- Fairview

2016-2018

Accountancy and Business Management (SHS)

Cieleto Zamora High School

2015-2016

Lagro High School

2014-2015

Moreh Academy

2013-2014

Alcantara National High School

2012-2013

Member of School Newspaper

Comod-om Elementary School

2006-2012

Student Council President

ACHIEVEMENTS

- ★ With High Honors Senior High School (2018)
- ★ With Honors Junior High School (2016)
- ★ Top 5 Class Recognition (2015)
- ★ Top 2 School Recognition (2014)
- ★ Top 8 School Recognition (2013)
- ★ Batch Valedictorian (2012)
- ★ Academic Awardee (2012)

CONTACT INFORMATION



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<https://irichelle.github.com>