

Kenjie Aseñas
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SUMMARY

Business management undergraduate with internship experience supporting financial operations, payables, and receivables in a fast-paced startup environment. Seeking entry-level roles in finance/accounting, business operations, or administrative support.

EXPERIENCE

Uniserv Marketing Consultancy

Sales Agent

Feb 2024 - Mar 2024

- Attracted potential clients from U.S. regions (Florida, Texas, California) through targeted cold calling efforts.
- Proficient in utilizing Excel to efficiently track and manage client leads, ensuring timely follow-up and engagement.
- Worked in Graveyard shift (11:00 PM - 7:00 AM)

InterLeukin Innovations Inc. (Internship)

Mar 2025 – June 2025

Finance Associate Intern

- Supported day-to-day financial operations including accounts payable, accounts receivable, and invoice management.
- Reviewed financial documents to identify discrepancies, improving accuracy and preventing payment delays.
- Managed invoicing and collections for ₱700k+ in sales transactions, coordinating with operations to ensure correct documentation.
- Maintained and reconciled financial trackers, identifying missing or unrecorded transactions.
- Assisted with external coordination involving banks and government offices to support compliance requirements.

EDUCATION

Cavite State University

September 2021 – September 2025

Bachelor of Science in Business Administration; Major in Financial Management – **Cum Laude**

Tanza National Trade School (SHS)

July 2019 – April 2021

Science Technology Engineering and Mathematics – **With Honors**

SKILLS

- Bookkeeping & Financial Reporting
- Accounts Payable and Receivable Management
- Microsoft Excel & QuickBooks Proficiency
- Tax Compliance (BIR 2307, MSME filings)
- Attention to Detail & Organizational Skills
- Adaptability & Willingness to Learn