



CLARISE ANN T. DUQUE

ACCOUNTING STAFF / FINANCE

ABOUT ME

As a recent finance graduate, I am enthusiastic about launching my career in the finance industry, where I can apply my analytical skills and deep passion for working with numbers. My academic journey has endowed me with a strong understanding and actively pursued opportunities to put this knowledge into practice. I am eager to utilize my educational background and unwavering commitment to learning to make valuable contributions to a forward-looking finance team and nurture my professional development.

WORK EXPERIENCE

○ June 05, 2023- November 05, 2023
HAP SUY HARDWARE CO.

Account Receivables

Processing payments by checking cheque details and remittances of agents, computing deductions, releasing of invoices, and filing of tax forms. Monitoring the flow of payments weekly and updating the status of collections of agents.

○ February 20, 2023 - May 26, 2023
PPC ASIA CORPORATION

Account Payables

Undergone an internship under wholesaler and retail company as accounts payable who prepare the expenses such as revolving fund, utility bills, commission, and payroll.

ACADEMIC AWARDEES

- | | |
|---|------------------------------------|
| • With Honor | • With High Honor |
| • Debate Society | • Overall Top 5 ABM Student |
| Junior High School | Senior High School |
| 2013-2017 | 2017-2019 |
| • Magna Cum Laude | |
| • Overall Top 2 Finance Achiever | |
| College | |
| 2019-2023 | |

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EDUCATION

B.S in Business Administration
Major in Financial Management

PLM - Manila

2019 - 2023

ABM Strand

LCCM - Manila

2017 - 2019

Manila High School

2013 - 2017

SKILLS

- Computer literate and background on data analysis tools (MS Office – Word, PowerPoint, and Excel)
- Excellent communication skills, both verbal and written
- Attention to details of dispensing and collecting payments and computation.
- Ability to work cooperatively and efficiently with teammates.
- High level of maturity and sense of responsibility
- Highly resourceful, objective, and reliable