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# LIMA PHILIPPINES, INC.

-	MM STAFF	_
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EFF: 10/06/18

PERSONNEL INFORMATION FORM

Position Applied for.: 1	IPEX STAFF/MM /		Employee	no.:	Francisco (Sa)	GP-41-H-100-COURT
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# MARY CLAIRE C. HADAP

(0975) 314 4146 maryclairehadap@gmail.com 242 H. Marasigan St., Brgy. Aplaya, Bauan, Batangas

### **EDUCATION PROFILE**

**UNIVERSITY OF BATANGAS**, 2017–2019

Bachelor of Science in Business Administration Major in Accounting Management

**UNIVERSITY OF BATANGAS**, 2015–2017 Bachelor of Science in Accountancy **BACOOR NATIONAL HIGH SCHOOL**, 2011-

**MOLINO ELEMENTARY SCHOOL, 2005 -**2011

#### **PERSONAL DETAILS**

Date of Birth

February 13, 1999

Place of Birth Civil Status

Manila

Single

Spoken Language

English, Filipino

### **ORGANIZATION AFFILIATION**

Tanghalang Dal'wa Singko

2015 - present

National Federation of Junior Philippine **Association of Management Accountants** 2017 - 2019

**National Federation of Junior Philippine Institute of Accountancy** 

2015 - 2017

#### CAREER OBJECTIVE

To obtain a challenging yet rewarding career where I can apply the knowledge and skills I possess and expand it to its full potential in order to help the organization.

## **SKILLS AND CAPABILITIES**

Good verbal and written communication skills Great interpersonal skills Familiar in using analytics program (SAP Business One Accounting Information System) Proficient in Microsoft Office programs Able to mediate problems between team members Able to work under pressure



# **AWARDS RECEIVED**

Dean's Lister

Academic Year 2016 2017 1st Semester

The Brahman Awards 2018 Most Outstanding Organization Member (Top 4)

June 2018

The Brahman Awards 2018 Brahman Awardees for Culture and the Arts (Top 3)

June 2018

**WORK EXPERIENCE** 

EVB Bookkeeping Office timercial services & consistancy June - August 2018

ACCOUNTING INTERN (Batanças)

Record financial transactions and complete the posting process of the clients

File BIR Forms

Communicate with clients regarding necessary information needed for filing of taxes ()

Process and transmit BIR forms to BIR Office

#### **CHARACTER REFERENCES**

Ms. Arreyel Flores College Professor – University of Batangas (0998) 971 1185

Ms. Kristel Catral Council Staff - Boy Scout of the Philippines - Batangas (0936) 938 2998

Mr. Rhey Siegfred Vergara Accountant - EVB Bookkeeping Office (0995) 579 1986

I hereby certify that the above information are true and correct to the best of my knowledge and belief.