# IMG_256 LUDY-LYN R. ALABAN

**Zone 1 Mabolo, Naga City Camarines Sur C: 09284437727 I iserveludyalaban@gmail.com**

### SUMMARY

Providing accounting support in an accurate and time efficient manner. Flexible and hand on experience reconciliations services in order to smooth out the company’s accounting.

Possesses positive attitude, goal oriented, hardworking and willing to be trained, can work under pressure and be able to handle multiple task.

To face new challenges and responsibilities, gain more knowledge and experiences, enhance my ability in dealing with other people and be competitive

**SKILLS**

* Computer Literate
* Clerical Works
* Cashiering
* Purchasing

**EXPERIENCE**

**OFFICE STAFF (ACCOUNTING DEPARTMENT**) NOVEMBER 2013 TO PRESENT

Iserve 360 Corporation- Naga City, Camarines Sur

* Maintain accounting records of a company by performing a number of accounting duties such as reconciliation and data entry.
* Responsible for creating important and complete accounting reports and sort invoices and checks.
* Checking- Rechecking process.

**CANCIO ASSOCIATES INC**

Pasong Tamo, Makati City

**Office Staff/ Purchasing Officer**

April 22- September 27, 2007

**SURPLUS SHOP**

SM SOUTHMALL

Las Piñas City

**Cashier**

August 15, 2006- March 15, 2007

### EDUCATION

**Bachelor of Science in Business Administration Major in Banking & Finance** 2006

Partido State University Goa, Camarines Sur

**AFFILIATIONS**

* **Check It Out! A Lecture in BP: Anti Bouncing Check Law w/ Special Topics in Business Law**

Partido State University

Goa, Camarines Sur

* **Bangko Sentral ng Pilipinas –Seminar on “Know your Currencies and Counterfeit Detection”**

Partido State University

Goa, Camarines Sur

* **Seminar and Workshop on Human Resources Management**

Partido State University

Goa, Camarines Sur

### PERSONAL INFORMATION

**Sex :** Female

**Age**  : 30 years old

**Date of Birth**  : March 7, 1985

**Place of Birth** : Camarines Sur

**Civil Status**  : Married

**Citizenship** : Filipino

**Religion**  : Roman Catholic

**CHARACTER REFERENCES**

**Ms. Evelyn J. Lauron**

Operation Manager

Iserve 360 Corporation

Shell Mabolo

Naga City

**Ms. Florance Magalona**

Branch Controller

Iserve 360 Corporation

Naga City

**Ms. France Veneracion**

Office Staff

Iserve 360 Corporation

Shell Concep 2

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

**LUDY-LYN R. ALABAN**

Applicant