

# KATHLEEN PITOGO

## Accounting Intern

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

📍 Blk. 46 Lt.6 Jovil 3 San Isidro  
Rodriguez Rizal

✉️ kathleen.pitogo@neu.edu.ph

☎️ 09667834341

## Education

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2019 - Present | 4th year college  
Bachelor of Science in Accountancy  
New Era University

2017 - 2019 | Senior high school  
With High Honors ▪ Accountancy, Business, and Management  
New Era University

2013 - 2017 | Junior high school  
With Honors  
Tagumpay National High School

## Work Experience

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- Experienced Sales Associate at a whole sale and retail Jane's Store operating since 2016
- Served on average 25 customers per day - answering inquiries, and managing payment

## Skills

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- Strong problem-solving skills
- Great verbal and written communication skills
- Has a knowledge about technical accounting functions
- Great data entry skills
- Computer & Application: Microsoft Word, Powerpoint, Google Docs, Canva, Microsoft Excel and SAP ERP

## Affiliations

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- Member of National Certified Bookkeepers Institute, Inc.
- Member of Institute of Accounting Technologist, Inc.
- Member of Association of Chartered Tax Professionals of the Philippines, Inc.

## Licenses & Certifications

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- Certified Bookkeeper
- Chartered Financial Management Analyst
- Chartered Tax Professional
- Intermediate Accounting (Webinar)
- Financial Perspective Variance Analysis (Webinar)
- SAP Business One Training - Fundamentals of Accounting
- TOEIC - Test of English for International Communication

## Character Reference:

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Razel Sheen Pacao  
Leasing Admin Assistant - Sunland Development Corporation  
09760667412