



# ANESSA MINONG

No. 2291, Rd. 2132, blk. 321, Manama, Kingdom of Bahrain

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**anessallnmnng@gmail.com**

A highly motivated and efficient individual who aims to acquire a position wherein she can use her skills at its best and acquire new knowledge and experience that will help develop and cultivate her character and potential in her chosen field

## EXPERIENCE

NOV 16, 2024 - Present

### Doroos Educational Center English Teacher

- Followed established lesson plans to ensure smooth transitions in learning activities and routine, supporting the main teacher's curriculum and classroom management strategies.
- Engaged students in age-appropriate learning activities, emphasizing basic literacy, numeracy, and social skills.
- Communicated effectively with school staff and parents to ensure a cohesive learning experience and smooth transitions.

AUG 2021 – FEB 2022

### ACCOUNTING ASSISTANT, GALLERIA ZAMBOANGA, INC.

- Accounts Payable Assistant  
Update General Ledger
- Monitor and update Accruals
- Monitor Monthly Utility payments and resolve discrepancies in amounts.
- Monitor Franchise Online Billing Payment
- Monitor and Consolidate Year-end Inventory
- Vendor Communication
- Record Keeping
- Support Team, Collaborate with the finance team on special projects and assist with month-end closing activities as needed.

OCT. 2023 - MAY 2024

#### CASHIER, PAO'S BOUTIQUE

- Greet customers
- Answering customer questions
- Count money in cash drawers
- Maintain clean and tidy checkout areas
- Issue receipts, refunds, change
- Process returns and exchanges
- Resolve customer complaints
- Accepting payments from customers
- Assisting with customer requests and inquiries
- Keep reports of transactions
- Perform accurate transactions promptly

2019- August 2024

#### ONLINE TICKET BOOKING EXPERIENCE (Self-Directed)

- Successfully managed the online booking of tickets for family events and trips, ensuring cost-effective choices and optimal travel itineraries.
- Developed strong research skills to compare options and find the best deals across various platforms.
- Demonstrated excellent attention to detail by organizing itineraries and confirming bookings, resulting in zero errors in travel plans.

### EDUCATION

JUNE 2020

#### BACHELOR OF SCIENCE IN ACCOUNTANCY, WESTERN MINDANAO STATE UNIVERSITY

### SKILLS

- Strong Communication and Interpersonal Skills
- Adaptability and Flexibility
- Mathematics
- Bookkeeping
- Written and verbal communication
- Proficient in problem analysis, knows how to use judgment and ability to solve problems efficiently
- Proficient in Microsoft Office applications (2016)
- Experienced in General ledger Software

### LANGUAGES

English: Novice Speaker and Listener,  
Advanced Reading and Writing



Ang Lupon ng Rehente  
The Board of Regents

# Pampamahalaang Unibersidad ng Kanlurang Mindanao

Western Mindanao State University  
Lungsod ng Zamboanga, Pilipinas  
Zamboanga City, Philippines

alinsunod sa mga batas ng Republika ng Pilipinas at batay sa rekomendasyon ng Kolehiyo, at  
in accordance with the laws of the Republic of the Philippines and recommendation of the College, and  
pagpapatibay ng Konsehong Akademiko ng Unibersidad ay nagpapahayag na si  
upon the nomination of the University Academic Council, hereby declares that

## Anessa A. Minong

pagkatapos matupad ang lahat ng pangangailangang itinakda ng kurso para sa titulong  
having satisfactorily completed all the requirements for the degree of

### Bachelor of Science in Accountancy

ay ginagawaran nitong  
is awarded this

## DIPLOMA

kalakip ang lahat ng mga karangalan at prebilehiyo, gayundin ang mga pananagutan at tungkuling kaugnay nito.  
with all the honors and privileges as well as the obligations and responsibilities pertaining thereto.

Bilang patunay, nakatatak dito ang sagisag ng Unibersidad at ang mga lagda ng

In testimony whereof, hereunto affixed are the seal of the University and the signatures of the

Pangulo, Dekano, Kalihim ng Pamantasan, at Tagapagtala ng Pamantasan.

President, Dean, Secretary of the University, and University Registrar.

Ipinagkaloob ngayong ika-30 ng Hunyo sa taon ng ating Panginoon, Dalawang Libo't Dalawampu

Given this 30th day of June in the year of our Lord, Two Thousand and Twenty

sa Lungsod ng Zamboanga, Pilipinas.

in the City of Zamboanga, Philippines.

ERICH H. ALFARO  
Tagapagtala ng Pamantasan  
University Registrar

ADRIAN P. SEMORLAN  
Dekano  
Dean

AL-GHANI D. MOHAMMAD  
Kalihim ng Pamantasan  
OIC, University Secretary

MA. CARLA A. OCHOTORENA  
Pangulo  
President



**Shop-O-Rama**

P.Reyes St., Zamboanga City  
Zamboanga del Sur  
(062) 990-2611 - 12

## **CERTIFICATE OF EMPLOYMENT**

This is to certify that **Ms. Anessa A. Minong** was an employee of Galleria Zamboanga, Inc. under Shop-O-Rama Group of Companies as Accounting Assistant from August 24, 2021 to February 1, 2022.

This certification is hereby issued to **Ms. Minong** for employment purpose/s only.

Given this 24<sup>th</sup> of May 2022 at 3/F Corporate Human Resources Division, Sia & Sons Bldg., P. Reyes Street, Mayor Climaco Avenue, Zone 'V (Pob.), Zamboanga City.

A blue ink signature of Emerson P. Bentijaba.

**EMERSON P. BENTIJABA**

*Director, Corporate Human Resources*

