



# ANESSA MINONG

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

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anessalnmnng@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**

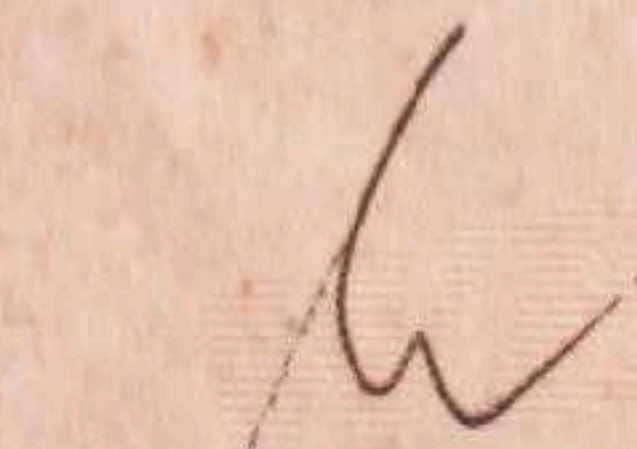
kalakip ang lahat ng mga karangalan at prebilehiyo, gayundin ang mga pananagutan at tungkuling kaugnay nito.  
*with all the honors and privileges as well as the obligations and responsibilities pertaining thereto.*

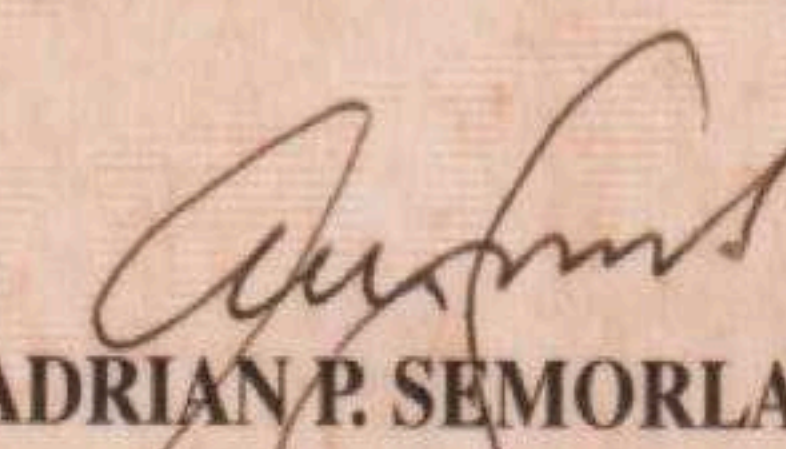
Bilang patunay, nakatatak dito ang sagisag ng Unibersidad at ang mga lagda ng  
*In testimony whereof, hereunto affixed are the seal of the University and the signatures of the*

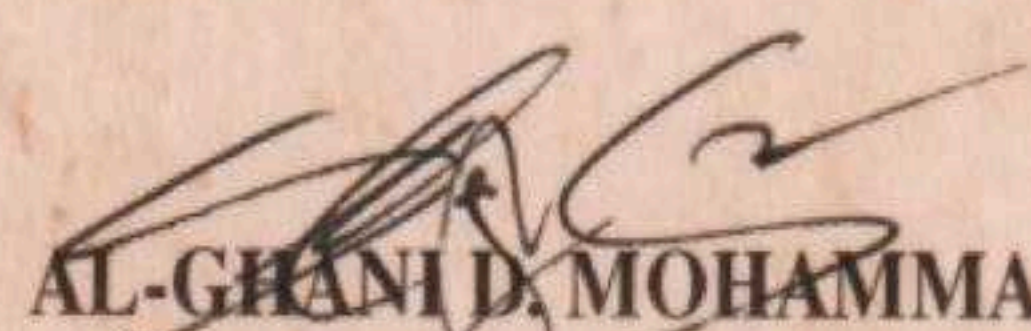
Pangulo, Dekano, Kalihim ng Pamantasan, at Tagapagtala ng Pamantasan.  
*President, Dean, Secretary of the University, and University Registrar.*

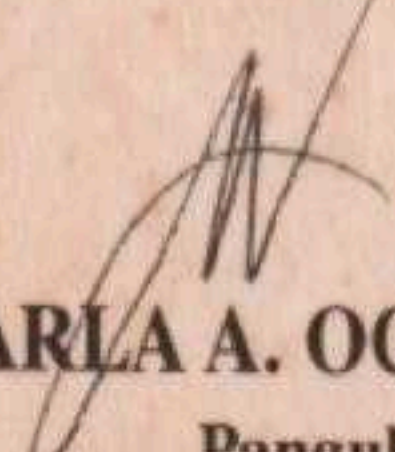
Ipinagkaloob ngayong ika-30 ng Hunyo sa taon ng ating Panginoon, Dalawang Libo't Dalawampu  
*Given this 30th day of June in the year of our Lord, Two Thousand and Twenty*

sa Lungsod ng Zamboanga, Pilipinas.  
*in the City of Zamboanga, Philippines.*

  
**ERIC 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.

**EMERSON P. BENTIJABA**

*Director, Corporate Human Resources*

