

# [Shermalyn b. dumangeng](https://assignbuster.com/shermalyn-b-dumangeng/)

Shermalyn B. Dumangeng 26 Honeymoon Road â—� 2600 Baguio City â—� 09172649098 â—� shermadums@yahoo. com OBJECTIVE To be part of an expanding corporation that provides an opportunity to establish a career while contributing in attaining the organization’s goal SKILLS AND â—� Strong knowledge of finance and accounting principles and ABILITIES procedures â—� Proficient in Microsoft office applications especially Word and Excel â—� Demonstrated high standards of integrity and respect for others â—� Ability to organize and establish workload priorities â—� Ability to perceive non verbal messages â—� Effective cash handling skills â—� In depth knowledge of Balance Ledger â—� Devoted to achieve customer satisfaction and exceed expectations ACCOMPLISHMENT â—� Participated the Student Seminar on E-trends held at RCBC Dome on February 9, 2013 â—� Participated on the Student Seminar Surviving the Work place on January 29, 2012 â—� Actively participated at the Student Leadership Training Program on December 18, 2012 â—� Attended the Student Seminar on Finance and Insurance Mathematics on November 16, 2011 EDUCATION University of Baguio, Bachelor of Science in Business Administration major in Financial Management, March 2013 San Francisco High School, Lamut, Ifugao, March 2008 EXPERIENCE On the Job Training, SGV & Company, West Burnham Suite, Kisad Road, Baguio City, Summer of 2013 HONORS AND â—� AWARDS â—� Academic Scholarship Awards â—� Certificate of Recognition for Outstanding Officer for Student Council â—� 6th Honorable Mention for Senior High School â—� 8th Honorable Mention for Junior High School â—� 8th Honorable Mention for Sophomore High S Shermalyn B. Dumangeng 26 Honeymoon Road â—� 2600 Baguio City â—� 09172649098 â—� shermadums@yahoo. com EMPLOYMENT To obtain fulltime position and to continue my skills and capabilities to an organization offering opportunity for improvement. CAPABILITIES â—� Strong knowledge of finance and accounting principles and AND SKILLS procedure â—� Proficient in Microsoft office applications especially Word and Excel â—� Demonstrated high standards of integrity and respect for others â—� Ability to organize and establish workload priorities â—� Self Motivated â—� Have high sense of responsibility â—� Effective cash handling skills â—� In depth knowledge of Balance Ledger â—� Devoted to achieve customer satisfaction and exceed Expectations EDUCATION Bachelor of Science in Business Administration Major in Financial Management University of Baguio, March 2013 San Francisco High School Lamut, Ifugao, March 2008 EXPERIENCE On the Job Training, SGV & Company, West Burnham Suite, April-May 2013 Kisad Road, Baguio City HONORS â—� Dean’s Honor List for a semester â—� Academic Scholarship Awards â—� Certificate of Recognition for Outstanding Officer for Student Council â—� 6th Honorable Mention for Senior High School â—� 8th Honorable Mention for Junior High School â—� 8th Honorable Mention for Sophomore High School AFFILIATIONS Junior Financial Executives (2011-2012) Organizations of Freshman Executives (2010-2011) Shermalyn B. Dumangeng Temporary Address: Permanent Address # 26 Honeymoon Road Pugol 2600 Baguio City 3605 LamutIfugao shermadums@yahoo. com 09172649098 Objective To establish a career in Financial institution that offers a professional working environment and professional experience. EDUCATION Bachelor of Science in Business Administration March 2013 Major in Financial Management University of Baguio San Francisco High School March 2008 Lamut, Ifugao HONORS â—� Dean’s Honor List for a semester SY 2008-2009 â—� 6th Honorable Mention for Senior High School SY 2006-2007 â—� 8th Honorable Mention for Junior High School SY 2005-2006 â—� 8th Honorable Mention for Sophomore High School SY 2004-2005 l