

Shermalyn b.  
dumangeng



**ASSIGN  
BUSTER**

Shermalyn B. Dumangeng 26 Honeymoon Road 2600 Baguio City  
 09172649098 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  
 Strong knowledge of finance and accounting principles and ABILITIES  
 procedures Proficient in Microsoft office applications especially Word  
 and Excel Demonstrated high standards of integrity and respect for  
 others Ability to organize and establish workload priorities Ability  
 to perceive non verbal messages Effective cash handling skills In  
 depth knowledge of Balance Ledger Devoted to achieve customer  
 satisfaction and exceed expectations ACCOMPLISHMENT Participated  
 the Student Seminar on E-trends held at RCBC Dome on February 9, 2013  
 Participated on the Student Seminar Surviving the Work place on  
 January 29, 2012 Actively participated at the Student Leadership  
 Training Program on December 18, 2012 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, Kidad Road, Baguio City, Summer of  
 2013 HONORS AND AWARDS Academic Scholarship Awards  
 Certificate of Recognition for Outstanding Officer for Student Council  
 6th Honorable Mention for Senior High School 8th Honorable Mention  
 for Junior High School 8th Honorable Mention for Sophomore High S

Shermalyn B. Dumangeng 26 Honeymoon Road 2600 Baguio City  
 09172649098 shermadums@yahoo. com EMPLOYMENT To obtain  
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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 <https://assignbuster.com/shermalyn-b-dumangeng/>

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 I