



PRINCESS MARA BIAG

 **0505960621**

 **biagprincessmara@gmail.com**

 **502 Dubai Curtains Building
Electra St. Abu Dhabi**

CAREER OBJECTIVE

To pursue a highly challenging and creative career, where I can apply my existing knowledge and creativity, acquire new skills and contribute effectively to the company.

RELEVANT SKILLS

- Familiarity with financial software
- Knowledgeable in Clerical and Administrative work
- Computer literate (Microsoft Office Word, Excel and Powerpoint)
- Hard working and flexible
- Has the capacity to perform work efficiently and effectively
- Good in communication skills
- Loyal and dedicated to my work

WORK EXPERIENCE



ACCOUNTING STAFF

UNITED COCONUT PLANTERS BANK
AMD ANALYST (ASSET MANAGEMENT AND DISPOSAL)
7907 Makati Avenue Makati City

December 2019 – February 2021

Duties and Responsibilities

- Track and monitor accounts receivable
- Issue and prepare invoices
- Track and monitor accounts payable
- Perform reconciliations
- Posting of payments
- Prepare bank deposits
- Monitoring of Company Disbursements
- Cheque's preparation for Suppliers and other Billings, Manual Voucher



ACCOUNTING STAFF

OCAMPO'S FINE JEWELRY INCORPORATION
1403 Robinsons Equitable Tower, Adb Avenue
Corner Poveda St., Pasig City

April 2018- September 2019

Duties and Responsibilities

- Assist branch concerns
- Inter-branch Collection of Sales
- Audit Branch Sales Report
- Processing of Cheque's
- Manage daily petty cash records and transactions
- Other tasks assigned by Finance Manager

EDUCATION HISTORY



TERTIARY

Bachelor of Science in Business Administration
Major in Marketing Management

Institution: The University of Manila
546 MV Delos Santos St., Sampaloc Manila
Year of Graduation: 2018

PERSONAL INFORMATION

Name: Princess Mara A. Biag
Date of Birth: September 04, 1996
Marital Status: Single
Visa Status: Visit Visa (21/04/2023)
Nationality: Filipino
Language: Filipino & English



SECONDARY

San Juan National High School

Dr.P.A Narciso St., Brgy Corazon De Jesus San Juan City
Year of Graduation: 2014



ELEMENTARY

Kabayanan Elementary School

201 I. Francisco St., Brgy.Kabayanan, San Juan City
Year of Graduation: 2009

SEMINARS ATTENDED



STRESS MANAGEMENT

(Executive Business Conference in Global Industry)
The University of Manila, Sampaloc, Manila Philippines
September 19, 2017



THE NEW CONCEPTUAL FRAMEWORK OF FINANCIAL ACCOUNTING: Responding Towards Global Needs

The University of Manila, Sampaloc, Manila Philippines
June 7,2016

PRINCESS MARA A. BIAG

APPLICANT

