

Angelica D. Mazon

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Personal Profile

I recently completed a degree in financial management and an internship in the accounting software company and got a job as a follow-up clerk. My best skills include outstanding time management and excellent communication. I have outstanding communication skills and can communicate effectively with a wide range of people. I am looking for a bank teller position to utilize my knowledge and experience.

Education

2018-2022 **BS Business Administration (Financial)** **Divine Word College of Calapan**

Relevant Modules:

- Conceptual Framework and Accounting Standards
- Financial Management
- Financial Analysis and Reporting
- Banking and Financial Institutions
- Monetary Policy and Central Banking
- Special Topics in Financial Management
- On-the-job Training

2022-2018 **Senior High School** **Pres. Diosdado Macapagal Nat'l HS**

- Fundamental of Accountancy, Business and Management 1
- Fundamental of Accountancy, Business and Management 2
- Business Finance
- Principle of Marketing
- Work Immersion

2018-2012 **Secondary High School** **Pres. Diosdado Macapagal Nat'l HS**

Work Experience

2021- Present **Follow-up Clerk** **Golden System Tech Solutions Co.**

- Responsible for keeping files and records organized, sorting and distributing incoming mail, and preparing outgoing mail.
- Responsible for handling customer objections, accounts receivable and tracking expenses.
- Prepare the list of parts and materials.

2020-2022 **Intern** **Xero Accounting Software Company**

- Create budgets and custom reports to analysis business performance, track profitability and make informed decisions.
- Keep track of the products and services I buy and sell
- Save time with repeating bills for regular purchases and reduce data entry by emailing bills directly in to Xero.
- Reconcile bank transaction with automated transaction matching.

2022-2018 **Travel Agent** **A+ Tourism**

- Responsible for making and confirming travel arrangement for passengers.
- Communicating with customers to answer questions about tickets, pricing, or flight schedules.
- Processing boarding passes and checking identification of passengers prior to allowing them to enter the airport terminal.

Achievement

2019 - 2021	Business Manager	Society of Young Financial Executives (SyFinex)
2019 - 2022	ODSP SCHOLAR	Overseas Workers Welfare Administration
2021-2022	NCII Holder	Bread and Pastry

Hobbies and Interests

I enjoy reading self-help books, playing online games, listening to podcast, collecting plants and watching k-drama.