

# EDELEN PANGANIBAN

FINANCE AND ADMINISTRATIVE ASSISTANT



## CONTACT



+971 50 242 3843



panganiban.eb30@gmail.com



panganibaneds30



Al Wahda Street, Sharjah, UAE

## STRENGTHS AND COMPETENCIES

- Basic Accounting
- Financial Reporting
- Committed and Hardworking
- Determination and Persistence
- Verbal and Written Communication
- Organization and Attention to Detail
- Time Management and Prioritization
- Customer Service and Communication
- Document and Presentation Preparation
- Microsoft Office Suite (Word, Excel, PowerPoint)

## EDUCATION

### TERTIARY:

**Bachelor of Science in Business Administration Major in Financial Management**

**University of Batangas**  
2018-2022

### SECONDARY:

**Accountancy, Business and Management (ABM)**

**University of Batangas**  
2016-2018

**Junior High School**

**University of Batangas**  
2015-2016

**Immaculate Heart of Mary Learning Center and School of Values**  
2012-2015

## PROFILE

A self-motivated individual seeking a career opportunity at a reputable company where my potential will be fully discovered. A candidate with an interest in finance or administrative roles. Coming with the ability to develop new skills, broaden my knowledge, and use what I've learned as a financial management major at the University of Batangas. Developing skills in document management, communication, and administrative support. Also, I am driven to put my best talents and abilities to use in a way that benefits both me and the firm. And will work for the company dedicatedly and perform my duties effectively.

## WORK EXPERIENCE

### Finance Admin Assistant, Intern

DC Builders and Trading, Philippines

January - June 2022

- Aided in preparing and formatting reports, presentations, and documents using Microsoft Office Suite.
- Reviewing and processing liquidation/reimbursement.
- Create and update spreadsheets of daily transactions.
- Participating in auditing expenses report.
- Sequencing and encoding all records including payrolls.
- Collaborate with co-interns to ensure alignment and coordination in financial and administrative matters.
- Encoding of payables and post-dated checks.
- Creating company profile using PowerPoint Presentation.
- Creating proposed templates and accounting forms for the company using Microsoft Office Suite.
- Creating flowchart and organizational chart of the company.
- Update and maintain company policies and procedures.
- Making calls to monitor the attendance of the workers on-site.
- Researching products and supplier.
- Collaborating with supplier to obtain quotes and negotiate pricing for the materials needed.
- Looking for a client using social media platforms.
- Inputting materials of a projects with clients using Microsoft Excel.
- Checking and editing documents for accuracy and compliance.

### Teller, Part-time/Reliever

Lotto Outlet, Philippines

2019-2021

- Responsible for the safe and accurate handling of the money.
- Interacting with customers on a daily basis.
- Managing the lotto outlet and ensuring it is clean, organized and safe.
- Basic computer and printer troubleshooting.
- Complete customer purchases, processes all payment types and processes returns, refunds and exchanges with a high degree of accuracy.
- Do an inventory counts and audits at the end of the day and deposit the money into the bank.
- Update the winning numbers everyday.
- Provide strong customer service and handle customer inquiries.

# EDELEN PANGANIBAN

## FINANCE AND ADMINISTRATIVE ASSISTANT

### EDUCATION

#### PRIMARY:

Calicanto Elementary School  
2018-2022

### AFFILIATION

#### Student Parliament, CBA Department

UNIVERSITY OF BATANGAS STUDENT  
GOVERNMENT  
2021-2022

#### JUNIOR CONFEDERATION OF FINANCE ASSOCIATIONS - PHILIPPINES (JCFAP)

MEMBER, UNIVERSITY OF BATANGAS  
2018-2022

### LANGUAGES

Filipino



English



### REFERENCES

#### MR. DEXTER VILLAS, MBA, MPA



+63 949 117 0588



dexter.villas@ub.edu.ph

#### MS. MARU BABES SANTIAGO



+63 916 231 5419



marubabes.santiago@ub.edu.ph

### WORK EXPERIENCE

#### Operation and Accounting Staff, Work Immersion

CREOTEC PHILIPPINES, INC.

September 2017

- Completing the annual payroll of employees.
- Compute the basic monthly salaries, basic benefits such as Pag-IBIG fund, SSS, and PhilHealth, and the net compensation or income earned by each worker using the Microsoft Excel Application.
- Preparing the statistical report. Create statistical report comprising the financial statements completed in accordance with the payroll indicated.
- Fill out a BIR form for employees as a form of tax compliance and basic taxation knowledge.

### ACHIEVEMENTS

#### Deans Lister

University of Batangas  
National Road, Hilltop, Kunitang Ibaba, Batangas City  
2018 - 2022

### PERSONAL INFORMATION

Date of Birth	:	August 30, 1999
Place of Birth	:	Lucena City, Philippines
Age	:	24 years old
Citizenship	:	Filipino
Civil Status	:	Single
Gender	:	Female
Height	:	5'2
Weight	:	47 kg
Religion	:	Roman Catholic
Visa Status	:	Father's Visa

**CONFORME:** By signing below, I hereby voluntarily waive any and all rights I may have to privacy and/or confidentiality pertaining to the above-mentioned purposes in so far as the information is released solely to the authorized person in accordance thereto.

  
EDELEN PANGANIBAN

Signature over Printed Name