

## ANGEL JOY P. CONCEPCION

Al Rigga, Dubai

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### OBJECTIVE

A motivated accounting graduate seeking a job where I am able to apply my skills to become part of a leading organization and to fulfil my desire of acquiring knowledge and pleasure working with the most competent professionals.

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### EDUCATIONAL BACKGROUND

Tertiary

**University of the East**

2219 C.M Recto Ave. Manila

Attended: 2015 – 2019

Bachelor of Science in Accounting Technology

Secondary

**Our Lady of the Pillar College Cauayan - San Manuel Branch**

Dist. #3, San Manuel, Isabela

Attended: 2011 – 2015

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### SEMINARS ATTENDED

July 14, 2018

**2018 NATIONAL FINANCE CONGRESS: Navigating You through A Changing Financial Landscape**

Teresa Yuchengco Auditorium, De La Salle University  
Taft Avenue, Malate, Manila

August 31, 2018

**FLARE: Financial Literacy and Academic Rear 2018**

UE Annex Auditorium 1, University of the East-Manila  
2219 C.M. Recto Avenue, Manila

September 18, 2018	<b>FILLENIALS: Enhancement and Internalization in the Midst of Globalization</b> SFC Briefing Room, University of the East-Manila 2219 C. M. Recto Avenue, Manila
November 24, 2018	<b>GLOBAL FINANCE CONVENTION: Going Beyond the Global Standard of Financial Literacy</b> Henry Sy 5th Floor Multipurpose Room, De La Salle University, Manila Taft Avenue, Malate, Manila

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## AFFILIATIONS

2015 – 2018	<b>Junior Philippine Institute of Accountants (JPIA)</b> Member
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## CERTIFICATIONS

August 03, 2023	<b>TESDA Certificate of Completion (online)</b> Managing Your Personal Finances
August 03, 2023	<b>TESDA Certificate of Completion (online)</b> English for Business and Entrepreneurship

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## EXPERIENCE

November 04, 2016 – April 2, 2017	<b>Student Clerk</b> University of the East - Manila College of Engineering
May 1, 2019 – July 15, 2019	<b>On the Job Trainee</b> University of the East - Manila Comptrollers Department
August 16, 2019 – September 30, 2023	<b>Accounting Staff/ Admin Assistant</b> Fortune Tobacco Corporation Fairlane St., Kapitolyo, Pasig City

## DUTIES AND RESPONSIBILITIES

- Responsible to vouchers different companies and bosses electric and water utilities
  - Responsible for reimbursing payment for company's general expenses
  - Responsible of reimbursing and prepares voucher payments for the Pilots CAAP licenses.
  - Responsible for reimbursing and prepares vouchers of the Attorneys expenses with their respective cases.
  - Prepares and files expanded withholding tax.
  - Knowledgeable in SAP Accounting System - Accounts payable
  - Make Calls and Follow up Statement of Accounts for utilities monthly dues.
  - Maintain updated records and payments regarding Golf Clubs Annual and Monthly Dues of the bosses accounts.
  - Maintain records of files in chronological order.
  - Prepares payment Cash or Check and order the driver to pay any rush dues.
  - Cash and Check Handling
  - Communicating and Speaking to different supplier personally and through phone
  - Answer, Screen and Transfer inbound calls
  - General clerical duties including photocopying, fax and mailing.
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## PERSONAL BACKGROUND

- Age : **24**
  - Civil Status : **Single**
  - Weight : **120lbs**
  - Height : **5'6"**
  - Birthday : **December 27, 1998**
  - Birthplace : **Cabatuan, Isabela**
  - Citizenship : **Filipino**
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## SKILLS

- Knowledgeable in Microsoft Office Tools (Word, Excel, Outlook)
- Proficient in making Financial Statements Reports
- Proficient in Written and Oral Communication
- Exhibit passion for new learning
- Able to work in changing environment

- Loyal and Discreet
  - Knowledgeable in Accounting system (SAP)
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**CHARACTER REFERENCES:**

- **Sally A. Jao, CPA**  
Accounting Supervisor, Fortune Tobacco Corporation  
(+63)917 982 4838
- **Ma. Rowena Flores Diaz, CPA**  
Associate Professor, University of the East- Manila  
(+63)921 610 7287
- **Sharon A. Valdez, RN**  
Registered Nurse, Providence Hospital  
(+63)917 679 3808

*I hereby certify that the above information is true and correct  
to the best of my knowledge and belief.*



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**Angel Joy P. Concepcion**  
**Applicant**