

KEZIAH LYNE UNIDA



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34a St. Aisha Building Flat 601, Al Muraqqabat
Deira Dubai - UAE

SUMMARY

Highly motivated, competent, and possessing a strong foundation in adaptability. Proven multi-tasking ability through experience. Excellent communicator, detail-oriented, and capable of handling confidential information with discretion.

PERSONAL DETAILS

Visa Type: Visit Visa
Visa Validity: July 11, 2024
Date of Birth: April 20, 2000
Civil Status: Single
Nationality: Filipino

EDUCATION

Cagayan State University
Bachelor of Science in Accounting
Information System
2019 – 2023

Aparri School of Arts and Trade
Senior High School
2017 – 2019
Junior High School
2013-2017

Paddaya Elementay School
Elementary School
2007-2013

SKILLS

- Capable of Microsoft Office programs such as Excel, Word, Publisher, and PowerPoint.
- Strong time-management and organizing abilities
- Good interpersonal and communication abilities
- Ability to work independently and as part of a team
- Detail-oriented and capable of managing multiple tasks simultaneously

PROFESSIONAL EXPERIENCE

Liaison Officer

People’s Printing Press| August 2023 – March 2024

- Transact, process, or settle the payment of taxes and taxpayers’ documents with the Bureau of Internal Revenue (B.I.R.).
- Facilitated communication and collaboration with taxpayers and BIR.
- Provided timely and accurate information to both internal and external parties.
- Proven ability to navigate and resolve conflicts diplomatically.
- Handle confidential information and documents with discretion and maintain their proper organization.
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence.

Student Intern

Maritime Industry Authority | August – November 2022

- Efficiently evaluated and processed applications for certificates and licenses, ensuring accuracy and compliance with established procedures.
- Organized the income summary for monthly collections, contributing to a transparent financial reporting process.
- Regularly updated financial statements, ensuring the accuracy and integrity of financial data.