



TRISHA VIDAD ALMONTE

Fresh Graduate of Financial Management

+9715 08652914

trishaalmontel@gmail.com

August 17, 2002

Abu Dhabi, UAE

EDUCATION

Cum Laude of Bachelor of
Science Business Administration
Major in Financial Management

Tarlac State University

2020-2024

SKILLS

- Problem-solving
- Excellent Communication
- Attention to Detail
- Microsoft Office Suite
- Time Management
- Workload Prioritization
- Team Collaboration
- Travel Arrangements

Knowledge in QuickBooks
and UAE Vat

INTEREST

- Reading
- Photography
- Singing
- Outdoor Activities

LANGUAGES

- ENGLISH
- TAGALOG

PROFESSIONAL OVERVIEW

Enthusiastic and motivated recent business graduate with a strong foundation in financial analysis, marketing strategies, and project management. Adept at utilizing analytical skills to drive business improvements and enhance operational efficiency. Proven ability to work collaboratively in team settings and lead projects to successful completion. Eager to apply academic knowledge and practical experience in a dynamic business environment. Committed to continuous learning and professional growth, with a passion for innovative problem-solving and effective communication

WORK EXPERIENCE

Student Assistant

2022 - 2023

Tarlac State University | San Roque Tarlac City

- Answer and direct phone calls
- Greet, assist and direct visitors to the office
- Complete clerical tasks such as filing, copying, and shredding
- Receiving processed documents for the purpose of obtaining signatures from authorized signatories

On-the-Job Training

Accounting Assistant

2024

**Provincial Treasury Department of Tarlac
Tarlac City, Tarlac, Philippines**

- Comparing differences in the monthly budget received
- Sorting and filing financial documents on a weekly and monthly basis
- Assisting Treasury officers with all the requirements asked
- Assisting in overseeing the cash flow and maintaining adequate liquidity to meet the jurisdiction's financial obligations
- Banking, book keeping and record keeping