



Samantha S. Palmera

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samspalmera@gmail.com

Career Objective:

A graduate of Bachelor of Science in Accounting Technology with a 160-day internship experience in the City Accountant's Office, a 10-month accounting staff experience in JEWMA Agro-Industrial Corporation, and 1 year and 1 month bookkeeper experience in Saratel Solutions Inc. Looking for a position in the Accounting Department where the skills and knowledge gained can be practiced and improved for the benefit of the company.

Education:

Bachelor of Science in Accounting Technology (2014-2018) Ateneo de Davao University

MBA in Corporate Management (2019-current) University of Southeastern Philippines

Work Experience:

- Intern City Hall of Davao – City Accountant's Office (June-August 2017)
- Accounting Staff JEWMA Agro-Industrial Corporation (June 2018-April 2019)
- Bookkeeper Saratel Solutions Inc. (May 2019-June 2020)

Seminars/Trainings Attended:

- Pre-Employment Talk (September 11, 2017)
- Entrepreneurial Talk (September 12, 2017)

Affiliations:

- Association of Accounting Technology Students (AACTS) – Executive member (2016-2018)
- Junior Accountancy Student Executive Council (JASEC) – Executive Committee member (2016-2017) □
Filipino-Korean Youth Community (FKYC) – member (2016-2018)

Skills:

- Accustomed to the process of Physical Inventory, Costing, and Accounts Payable
- Knowledgeable about Cost Accounting, Managerial Accounting, and Government Accounting
- Knowledgeable about processing LTO registration, insurance claims, and insurance renewal

- Proficient in using MYOB Premiere, MYOB Essentials , Xero, Reckon, and Quickbooks software
- Experienced in preparing the tax return in accordance with Australian Law
- Able to speak English, Tagalog, and Cebuano that is helpful in communicating with people in the community
- Proficient in using Microsoft Word, PowerPoint, & Excel; and Apache OpenOffice Word & Excel
- Effectively managed the time to meet academic demands and deadlines
- Knowledgeable about methods in first aid

Achievements:

- Completed the training for SAP Business One
- Passed the Civil Service Examination

Personal Information:

Sex: Female

Birthdate: August 26, 1997

Age: 22

Height: 5'4"

Weight: 56 kg

References:

Name: Edgar Lataba Jr.

Company: Saratel Solutions Inc.

Position: Bookkeeper

Contact Number: 0956-298-4130

Name: Jona Amay

Company: JEWMA Agro-Industrial Corporation

Position: Davao Office Head

Contact Number: 234-3359

Name: Genevieve Gamueta

Company: City Hall of Davao – City Accountant's Office

Position: Accountant

Contact Number: 0917-325-6174

Name: Niel Narsolis

Company: Bankas Heights Elementary School

Position: Teacher

Contact Number: 0906-092-4965