|  |
| --- |
| Anie loubangay, CFMP49 Carnation Circle, Ladislawa Garden Village, Buhangin Davao City · 09194133352 anieloub@gmail.com ·  |
| Seeking a rewarding and challenging position as virtual asssistant in a company that will give opportunities for professional growth and to work effectively in cross-functional teams. |

# Experience

|  |
| --- |
| january 2012 – March 2015secretary, highland bananaI was working as their secretary working on the documents and keeping the daily records of the business |
| may 2015 – february 2016market researcher, ssi philippinesConducting survey through telephone calls in United States of America. I was promoted early as six (6) months as a regular employee.march 2016 – April 2019Financial officer, Fruit Talks int'l corp. Keep financial records of the company, daily transactions, handling company emails and appointments. Bank transactions and whole cash inflows and outflows of the company. |

# Education

|  |
| --- |
| April 24,2019bsba-financial management, university of mindanao |
| april 2012capungagan national high school3rd honorable mentionBest in EnglishBest in MathLeadership awardSinger of the YearDancer of the YearPlaque of recognition- YES-O President |

# Skills

|  |  |
| --- | --- |
| * Accounting skills
* Analytical thinking
 | * Technological expertise
* Written and verbal communication
* Good in decision making
* Multi-tasking abilities
 |

# Activities

I passed the **Philippine Military Academy (PMA)** Examination year 2016

I passed the **Civil Service Examination- Professional level** year 2016

I am Certified Financial Marketing Professional - CFMP (BLOOMBERG)

Year 2018, UM-Bolton

# references

**Ellen B. Galgo**

Restaurant Owner

09214465741

**Melchor Domingo Royo**

ABC President-Del Norte

09499117317

**Jean Poderanan**

Accounting Clerk

09481371367