

AILA SHEENA B. ESTIVA

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OBJECTIVE

To enter a job that can be of help to me in honing the necessary knowledge and skills I need to prepare me for future endeavors.

EDUCATION

University of Santo Tomas, España, Manila
Bachelor of Science Major in Accountancy
(Graduated)(2015-2020)

Caritas Don Bosco School, Biñan, Laguna
(Graduated) (2012-2015)
Performing Arts Award

EXTRA CURRICULAR ACTIVITIES

AMV Commission on Election, AMV- College of Accountancy, University of Santo Tomas,
Internal Public Information Officer, A.Y. 2018-2019

Junior Philippine Institute of Accountants, AMV- College of Accountancy, University of Santo Tomas, **Member**, A.Y.2016-2017 up to present

Kumon Completer, Kumon Paseo de Sta. Rosa Philippines, **Math and Reading Completer**, April 2014

Student Leaders Association, Caritas Don Bosco School, **Delegate**, August 2013

Young Earth Savers Movement, Caritas Don Bosco School, **President**, A.Y.2010 – 2011

SEMINARS ATTENDED

#M1LLLENNIUM: Preserving Heritage, Discovering New Knowledge, Polytechnic University of the Philippines, August 8, 2018

Suit Up: Path to Corporate Literacy, AMV- College of Accountancy, AMV Multipurpose Hall, UST, April 26, 2018

Meet the Auditing Firms, AMV-College of Accountancy, TARC Auditorium, UST, March 9, 2018

SKILLS AND ABILITIES

- Good oral and written communication skills in English and Filipino
- Has basic knowledge of Microsoft Word, PowerPoint, and Excel
- Has basic knowledge in Accounting and Taxation
- Flexible with changes
- Manages time effectively
- Responsible
- Hardworking and determined