**IRINE RAE MARIE ROA ANAJAO**

Block 24 Lot 12, Executive 1

Greenpark Village, Cainta, Rizal

irineraemarieanajao25@gmail.com

09977538069

CSC No.: 10115613

**EDUCATIONAL ATTAINMENT**

Graduate, Bachelor of Science in Business Administration

 major in Management Accounting

 Liceo de Cagayan University

 RN Pelaez Blvd., Kauswagan, Cagayan de Oro City

 October 2015

**AWARDS RECEIVED**

* Cum Laude, Liceo de Cagayan University
* Dean’s Lister, Liceo de Cagayan University
* Consistent honor student from elementary up to high school
* Best in Mathematics for four consecutive years in high school
* Leadership and loyalty awardee
* University Scholar, Liceo de Cagayan University

**WORK EXPERIENCE**

* Accountant,

 Sourcefit Philippines Inc.: Custom Offshore Staffing Solutions

 CyberOne, 21st Floor, Eastwood Cyberpark, Bagumbayan,

 Quezon City, 1110 Metro Manila *(July 2019-Present)*

* Accountant/Accounts Payable Analyst,

 Texicon Agriventures Corp.

 14 F. Pasco Ave., Santolan, Pasig city *(April 2019-July 2019)*

* Account Specialist, Boston Finex Group PH, Inc.

Local Office: Osmeña Street, Cogon, Cagayan De Oro city

*Outstanding Account Specialist*

[www.bostonfinexgroup.com](http://www.bostonfinexgroup.com) *(January 2016-January 2019)*

* Accounting Staff, Vallejera Accounting Office

Tiano-Pacana Street, Cagayan de Oro City *(Internship)*

**SEMINARS ATTENDED**

* Work Values and Winning Attitude Seminar

 Liceo de Cagayan University

 RN Pelaez Blvd., Kauswagan, Cagayan de Oro City

 September 4, 2015

* Job Search Management Seminar

 Liceo de Cagayan University

 RN Pelaez Blvd., Kauswagan, Cagayan de Oro City

 August 20, 2015

* Self-Improvement and Self Packaging

 Liceo de Cagayan University

 RN Pelaez Blvd., Kauswagan, Cagayan de Oro City

 August 7, 2015

* Career Planning and Workshop

 Liceo de Cagayan University

 RN Pelaez Blvd., Kauswagan, Cagayan de Oro City

 July 31, 2015

* Meeting the CPA Reviewer

 Lourdes College

 Divisoria, Cagayan de Oro City

 October 2014

* Citizenship Advancement Training

 Don Mariano Canoy Colleges

 Kauswagan, Cagayan de Oro City

 April – May 2010

* Leadership Training Seminar

 Don Mariano Canoy Colleges

 Kauswagan, Cagayan de Oro City

**SKILLS**

* Managerial, Bookkeeping, and other Accounting Skills
	+ Data Entry
	+ Adjusting Entry
	+ Bank Account Reconciliation
	+ Other Accounts (e.g. Inventory) Reconciliation
	+ Accounts Payable Processing
	+ Accounts Receivable Processing
	+ Payroll Processing
	+ Financial Statement Preparation
	+ Resolving variances
* Tax computation and Data Analysis
* Knowledgeable in US, Australian, and Philippine Taxation
* Voucher Set-up and Check Preparation
* Fluency in English
* Knowledgeable in Accounting Systems such as:
	+ Zoho Books
	+ Quickbooks
	+ Sage AccPac
* Knowledgeable in Microsoft Applications such as:
* Microsoft Office Word
* Microsoft Office Excel
* Microsoft Office Power point
* Good in Interpersonal Relations and Leadership Skills

**AFFILIATIONS**

* Member, College of Business and Accountancy Student Body Organization

 Liceo de Cagayan University

 RN Pelaez Blvd., Kauswagan, Cagayan de Oro City

 SY 2011 – 2015

* Member, National Federation of Junior Philippine Institute of Accountants (NFJPIA)

 Liceo de Cagayan University

 RN Pelaez Blvd., Kauswagan, Cagayan de Oro City

 SY 2011 – 2015

* Member, Regional Federation of Junior Philippine Institute of Accountants (RFJPIA)

 Liceo de Cagayan University

 RN Pelaez Blvd., Kauswagan, Cagayan de Oro City

 SY 2011 – 2015

* Member, City Council of Junior Philippine Institute of Accountants (CCJPIA)

 Liceo de Cagayan University

 RN Pelaez Blvd., Kauswagan, Cagayan de Oro City

 SY 2011 – 2015

* Member, Junior Philippine Institute of Accountants (JPIA)

 Liceo de Cagayan University

 RN Pelaez Blvd., Kauswagan, Cagayan de Oro City

 SY 2011 – 2015

* Member, Junior Philippine Association of Management Accountants (JPAMA)

 Liceo de Cagayan University

 RN Pelaez Blvd., Carmen, Cagayan de Oro City

 SY 2015

**CHARACTER REFERENCE:**

* *Available Upon Request*