**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*