

REDYANNE B. SORBITO

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Barangay San Isidro Angono, Rizal
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OBJECTIVES:

To acquire valuable knowledge and skills to complement those that I have learned from school and on my work experience in an actual job environment. In return, I offer my service and determination to be an asset to your company throughout the duration of my training period.

SKILLS AND ABILITY:

- Focused and fast learner
- Can work with minimal supervision
- Highly proficient in MS Office Excel/Google sheets
- High degree in accuracy, attention to detail and confidentiality
- Excellent in data entry skills, effective organizational, stress and time management
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to work independently or as a team leader

WORKING EXPERIENCE:

- Admin / Accounting Staff (June 3, 2019 – Present)

TRACKER CREDENTIALING INC.

- Analyzed all financial activities, ensuring compliance with accounting and legal requirements, and preparing budgets
- Preparing or working Financial Statements (Comparative Income Statements, Balance Sheets) and bookkeeping
- Monitoring expenditure and profits and providing reports
- Records Taxes and Licenses (eBIR)
- Works administrative office assistant tasks (i.e., process of transfer of New Office and RDO, and transfer of stocks)
- Also becomes a Social Media manager and chat support in the social media platform (Facebook, Instagram and Email)

- Cashier (May 16, 2018 - October 25, 2018)

SUPER SHOPPING MARKET INC. (SM Hypermarket Taytay)

- Responsible for processing cash, debit, credit and check transactions
- Reconciled cash drawers and sales receipts
- Maintained adequate change denominations in the cash drawer and request additional change

ACHIEVEMENT:**NATIONAL CERTIFICATE III – BOOKKEEPING PASSER**Certificate #: **18045803032988**ULI: **SRB-98-507-04058-001**Issued on: **December 21, 2018**Valid until: **December 20, 2023**

EDUCATIONAL BACKGROUND:

Tertiary: **University of Rizal System - Binangonan Campus**
Degree: BSBA Major in Financial Management A.Y. 2014 – 2019

Secondary: Dr. Vivencio B. Villamayor National High School
Medalva Hills San Isidro Angono, Rizal A.Y. 2010 – 2014

Elementary: Angono Elementary School
Quezon Ave. Angono, Rizal A.Y. 2004 - 2010

TRAINING EXPERIENCE and WORKSHOP:

- **PANASONIC MANUFACTURING PHILIPPINES CORPORATION**
Finance Department: Accounting Team-sales
Ortigas Avenue Ext. Taytay, Rizal
400 hours of On- the-Job Training
December 5, 2018- March 7, 2019
- **COL Easy Investment Program: Simple Stock Market Investing**
Philippine Stock Exchange
January 9, 2015

PERSONAL BACKGROUND:

Age: 25 years old
Date of Birth: January 7, 1998
Citizenship: Filipino
Civil Status: Single
Sex: Female
Religion: Jesus Miracle Crusade Int'l Ministry
Mother Name: Divinia B. Sorbito
Father Name: Ricardo M. Sorbito


Redyanne Belista Sorbito
Applicant