



SERANNE FINELLE C. MALLARI

A highly competent and dedicated professional with extensive knowledge in accounting, decision making, and handling business affairs with a strong desire to contribute for the success of the company.

EDUCATION

UNIVERSITY OF THE ASSUMPTION

2015 - 2019 | BS Accounting Technology

UNIVERSITY OF THE ASSUMPTION

2020 - Present | Master in Business Administration

SKILLS

- Punctual and projects good attitude
- Good professional, management and communication skills
- Good leader and a follower
- Is a team player and a fast learner
- Knowledgeable in financial statements and records
- Well-trained in handling business affairs
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Proficient in social media applications
- Has initiative to do tasks and a multi-tasker
- Willing to listen and learn more

EXPERIENCE

2019 JOSE B. LINGAD MEMORIAL REGIONAL HOSPITAL ACCOUNTING STAFF INTERN

- Shadowing members of the Accounting department as they perform their duties.
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.

2019 BANK OF THE PHILIPPINE ISLANDS AREA ADMINISTRATIVE ASSISTANT

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Write and distribute email, correspondence memos, letters, faxes and forms
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.