

Rhona Marie Guevara

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Career Objective

To utilize my skills to help the company grow.

Education

Bachelor of Science in Business Administration
Major in: Financial Management
Xavier University- Ateneo de Cagayan
Year Graduated: 2014

Work Experience

- **Blu Energy Fuel Station, Inc., Project Management Officer, March 2019 to present**
 - Monitor construction of New gasoline station
 - Purchasing of needed assets, supplies and etc prior new station opening
 - Overseeing existing stations repairs and maintenance
 - Overseeing completeness of new and existing stations permits

- **HE and Sons Corporation, Field Auditor, August 2015 to February 2019**
 - Acquiring vast array of skills in auditing several companies in different industries e.g. Fuel retailing, Distribution, 24/7 shop and etc.
 - Focused in spot auditing company owned gasoline stations, financial and operations
 - Conducting warehouse inventory of Oil and Lubricant products
 - Do trainings for new hires for Audit department

- **Tri- Star Paints Center and Construction Supply, Audit Staff, July 2014- June 2015**
 - Conducting warehouse inventory and data entry
 - Counter checking accounting documents needed for payables and receivables
 - Exploring a new accounting system needed for Operations

Skills

1. Able to interpret accounting data and information
2. Able to use peachtree and e2e accounting systems
3. Trainable, Independent and can work under pressure
4. Flexible, a team player and can adapt to a changing work environment
5. Shows great social concern and responsibility to the company

Technical Expertise

- MS Office: Excel, Word and PowerPoint and has basic knowledge in troubleshooting
- IELTS with band score of 7 last 2018

Languages

- Can speak functional English and Filipino as native tongue