



# Keirra Carissa Manala-Santos

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Metro Manila, Philippines

## INFO

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N02-15-029214  
DATE OF BIRTH: August 4, 1990  
CIVIL STATUS: Married

## WORK EXPERIENCE

**Empire East Land Holdings Inc.**  
Account Analyst  
March 2018 – July 2019

**Cadeau Realty**  
Bookkeeper / Executive Assistant  
March 2013 – April 2017

**Primeline Products Philippines Inc.**  
Accounts Receivable Clerk  
April-May 2012

**Dy Go & Company**  
OJT- Auditing Firm  
Trainee 300hrs.

## EXTRA-CURRICULAR ACTIVITIES

**Servant Communities – Pax Dei**  
Action Ministry Head  
Female Young Servant Head

**Purplebox Weddings and Events**  
Events Coordinator

**PLP-Junior Philippine Institute of Accountants**  
Committee on Events, Head  
(SY 2010-2011)

## CAREER OBJECTIVE

To secure a position in your company wherein I could efficiently and effectively use my acquired knowledge thru my studies and previous work experiences for the purpose of a long-term employment. To further develop them and learn new things through your training and contribute to the success of the company.

## EDUCATION

### **Pamantasan ng Lungsod ng Pasig, Pasig (2007-2012)**

Bachelor of Science in Accountancy Graduate  
Dean's Lister (SY 2007-2008)

### **Pasig Catholic College, Pasig (2003-2007)**

Secondary Education

### **Nino Jesus House of Studies, Pasig (1997-2003)**

Primary Education

## SKILLS AND COMPETENCIES

-Problem Solver	-Leadership skills
-Critical Thinker	-Efficient in Microsoft Office Applications
-Flexible	-Efficient in Adobe Photoshop
-Teamplayer	-Proficient in Ebirforms
-Creative	-Proficient In Efps
-Attention to detail	-Non-Professional Manual Driver
-Responsible	
-Perfectionist	

## SEMINARS ATTENDED

### **Exemptions and Exclusions from Income Tax, VAT and Other Tax types**

Speaker: Atty. Froilyn P. Doyaoen-Pagayatan of FDP Law

### **All about tax Violations: On Income, VAT, Withholding, Local Taxes, and Administrative tax compliance**

Speaker: Mr. Garry Pagaspas, CPA

### **Young Servants of The Lord 5th National Linkage**

Speaker: PACEM Priests

### **Servant Communities 7th International Congress**

Speaker: PACEM Priests

### **Trendsetting: PLP-JPIA Academic Conference**

Speakers: Associates of SGV and Co.