Isabella Paulina E. Eustaquio

Contact

Blk. 6 Lot 28 NHC Rd. Tala Estate Village, BRGY. 186 Tala Caloocan City

isabella.paulina96@gmail.com

+639214504895

Objectives

Seeking a challenging opportunity where I will be able to utilize my skills and share my knowledge and ability to work well with people which will allow me to grow personally and professionally.

Skills

- Flexible and effective at multi-tasking
- Dedicated and hardworking individual
- Willing to learn and extend knowledge in the field
- Oriented in Microsoft Office applications such as:
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office PowerPoint
- Good English communication both oral and written
- Strong interpersonal and communication skills

Education History

BS Accounting Technology (2014-2019)
STI College Fairview

Lagro High School (2010-2014)
Greater Lagro, Quezon City

Bignay Elementary School (2004-2010)
Valenzuela City

Work Experience

September 2021 - August 2022
Account Payable Assistant
WS Pacific Publications, Inc.
3260 V. Mapa St. Sta. Mesa, Manila
Tel no. 8713-4647/8713-5931

Duties and Responsibilities

• Assisting the AVP and Accounting manager in preparation of APV and CV, Cash Flow Analysis, and preparing BIR 2307.
• Preparing Company Cheques that will deposit to Bank and for Payment to the Suppliers
• Generally answering phones, taking memos and maintaining files.
• In charge of sending and receiving correspondence, as well as greeting clients, customers, and suppliers.