

NICOLE O. CARILLO

Phase 10A Package 2 Blk 2 Lot 20 Bagong Silang, Caloocan City
Phone No: 09489129420
Email: ncarillo19@gmail.com



CAREER OBJECTIVE

To become part of a business firm that serves people as well as enhancing my skills, gaining experiences, and strengthening my capabilities which I can use in my profession in the near future.

PERSONAL INFORMATION

Gender: Female

Age: 22

Birthday: October 25, 2000

Civil Status: Single

Religion: Roman Catholic

Citizenship: Filipino

Height: 5'3 ft

Weight: 72 kg

EDUCATIONAL BACKGROUND

TERTIARY:

2019 - Present

University of Caloocan City

23 Chrysanthemum St, Barangay 174, Caloocan, Metro Manila
Bachelor of Science In Accounting Information System (BSAIS)

SECONDARY:

2017 - 2019

Bestlink College of the Philippines

Topaz St., Millionaires Village, Novaliches, Quezon City
Accountancy Business Management (ABM)

2013 - 2017

Kalayaan National High School

Phase 10B, Bagong Silang, Caloocan City

ELEMENTARY:

2006 – 2013

Galilee Grace Christian Academy Inc.

Blk. 1 Lot 3, Bright Homes Subdivision, Caypombo, Santa Maria, Bulacan

SKILLS

- Computer-literate performer with extensive software proficiency covering a wide variety of applications.
- Productive worker with solid work ethic who exerts optimal effort in successfully completing tasks.
- Dependable, responsible contributor committed to excellence and success.
- Flexible team player who thrives in environments requiring ability to effectively prioritize multiple concurrent projects.

WORK EXPERIENCE

INGCO PH Traders

August 2022 - November 2022

203 7th St, East Grace Park, Caloocan, 1403 Metro Manila

Finance & Accounting Department - Credit Analyst (On-the Job Trainee)

- Gathers and analyzes loan applicants' financial data to evaluate risk.
- Conducting credit investigation (CI) to clients who are applying for accounts.
- Analyzes data to verify information and uncover fraud.
- Prepares and presents credit reports.
- Filing and sorting of documents accordingly.
- Monitoring of compliance of documents and updating necessary information of applicants.

Department of Environment and Natural Resources (DENR)

August 2018 - October 2018

174, Diliman, Quezon City, 1101 Metro Manila

General Services Division - On-the Job Trainee

- Maintaining and updating records.
- Assesses inventory reports and order patterns to identify items in need of automatic, recurring delivery.
- Provides inventory reports to purchase.

CHARACTER REFERENCE

Ma. Rose Savariz
Licensed Public Teacher
09392476071

Ms. Marnie Ponteras
Licensed Public Teacher
09398774387

Dr. Zenith Corpuz Camu
UCC BSAIS Chair-Camarin
09234007616

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

NICOLE O. CARILLO

Applicant