

# Sheila B. Duran

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## Highlight of Qualifications

- Possess an Information Technology Degree with 15 years of experience of experience from clerical to managerial role.
- Took short course for Caregiving. Has brief background for patient preparation including modalities and monitoring.

## Trainings and Certifications

- Caregiver NCII 2020 – 2021  
Primacare Training and Development
- WHMIS 2015 2023

## Work Experience

- Handles employees and various branch offices.
- Conducts cash reconciliation, bookkeeping and accounting related transactions such as checking of general ledgers and journal entries.

## Employment History

Owner/Manager March 2021 - Present  
SSJN Pandesal Store

Collections Assistant  
EverFirst Loans Corporation

July 2019 – May 2020  
Quezon City, Metro Manila, PH

Treasury Assistant  
EverFirst Loans Corporation

July 2011 – July 2019  
Quezon City, Metro Manila, PH

Accounting Staff  
Cavacon Corporation

April 2008 – June 2010  
Paco, Manila, PH

## **Education**

Information Technology Degree  
Data Center College of the Philippines  
Philippines

2003 – 2008  
Laoag City, Ilocos Norte,

*Reference Available Upon Request*