

KRISIE CAIRA BENDAÑA

Brgy. Lanatan Balayan Batangas
09810081158
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OBJECTIVE:

Knowledgeable secretary and office assistant with two years of experience in the field. Strong communication, interpersonal, and multitasking skills. Extremely driven office clerk with a track record of putting in place effective procedures and systems that save money and increase output, adept at handling accounts payable and receivable, records, and schedules. Skilled at presenting to upper management and working with cross-functional teams.

SKILLS:

- Ability to work independent or as a part of a team
- Developed skill in organization and time management
- Hardworking and committed to work
- Strong Communication abilities and flexible in all aspect
- Creative and responsible in all works

EXPERIENCE:

On the Job Training

- Steel Corporation of the Philippines
- Sk Treasurer
- Livelihood Department Head at Lorimi Balayan

Work Experience

- Office Clerk and Secretary at Fraternidad Farms Management , L.N Lopez Ventures and Marilo Corporation (2022 – up to present)

PERSONAL INFORMATION

Date of Birth: October 28, 1999
Place of Birth: Balayan Batangas
Height: 4'11
Weight: 50 kg
Sex: Female
Religion: Born Again Christian
Civil Status: Single
Citizenship: Filipino
Age: 23

TRAINING AND SEMINAR

- HP LIFE ONLINE COURSE (Business Email)

- HP LIFE ONLINE COURSE (Business Communication)
- HP LIFE ONLINE COURSE (Effective Presentation)
- HP LIFE ONLINE COURSE (Basic of Finance and Cash Flow)
- HP LIFE ONLINE COURSE (Profit and Loss)
- TESDA (Managing your personal finance)
- Certified Lean Six Sigma White Belt

EDUCATION:

Elementary

Nuestra Seniora Dela Paz Learning Center

Antorcha Brgy. 6 Balayan Batangas
2006-2008

Balayan Colleges

Palikpikan Street Brgy. 6 Balayan Batangas
2008 – 2012

Secondary

Balayan National High School

103, Paz st. Balayan Batangas
2012 – 2016

Immaculate Conception College

Plaza Mabii, Balayan Batangas
Accountancy Business and Management
2016 - 2018

Tertiary

ImmaculateConception College

Plaza Mabini, Balayan batangas
Bachelor of Science in Accountancy
2018 - 2022