

DIZON GUBAN DIONELA



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Dasmariñas, Cavite



@dizongd



Objective

A self-motivated, disciplined and honest person, who adapts impeccably to a various processes and environment. Persevere, active-listener and open to learn new knowledge. Able to work efficiently even under pressure. Extremely strong eye for detail of work and is very thorough with every work process.

Education

BS IN ACCOUNTING TECHNOLOGY

Sorsogon State College - Bulan Campus

Business and Management Education Department
Zone 8 Bulan, Sorsogon

Work Experience

Intern

GUBAT SAINT ANTHONY COOPERATIVE - BULAN

05/2019 - 06/2019

Zone 3 Bulan, Sorsogon

Tasks:

- Daily in charge on updating their Cash Receipts and Cash Disbursements books.
- Sorted and filed daily their clients' cash vouchers, withdrawals, deposits and official receipts.
- Assisted out some clients on processing their withdrawals/ deposits/ payment/ loan processes,etc.
- Occasionally acted as a front-desk officer on giving clients their receipts needed on processing further actions.
- Updates some of their clients' profile and filing their documents in their respective portfolios.

Student Assistant

DOLE - Sorsogon State College, Bulan Campus

05/2017 - 11/2017

Zone 8 Bulan, Sorsogon

Tasks:

- Assistant at the school's Business Management Education Department's Dean Office.
- Helped in filing papers and in accomplishing some reports.

- Sorted and filed their important documents.
- Tasked on photocopying and binding documents.
- Tasked on checking and ensuring students' subjects evaluation during enrolment.

Achievement

Certified Tax Technician
Philippine Association of Certified Tax Technicians

Seminar Attended

Seminar on TRAIN Law and Tax Practice
Lectured by Mr. Omar Erasmo G. Ampongan, President and COO

Languages

English ●●●●○

Filipino ●●●●●

Skills

Technical skills **Administrative skills** **Computer literate**

Proficient on MS operations **Presentation skills** **Communication skill**

Can handle stress and pressure **Maximizes the use of time**

Interests

Watching movies/ series

Reading

Character Reference

- **Mrs. Marilyn Inocentes**
Industrial Linkages and Development Officer - 09294089375