



GLITZY CORONADO

CAREER OBJECTIVE

To be a part of company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills.

PERSONAL DATA

- Date of Birth : August 21, 1998
- Place of Birth : Bago City, Philippines
- Age : 20 years old
- Gender : Female
- Nationality : Filipino
- Civil Status : Single

HOW TO CONTACT ME

Address: Villa 153, Al Boomiya Street, Al Wasl Road, Umm Suqueim 2, Dubai, United Arab Emirates

Phone: (971) 58 249 9706

Email: GlitzyTCoronado21@gmail.com

ACADEMIC BACKGROUND

Tertiary: Carlos Hilado Memorial State College
Bachelor of Science in
Accounting Technology
SY 2018-2019

Secondary: Sum ag National High School
SY 2014-2015

Elementary: Jorge Leon Araneta
Elementary School
SY 2010-2011

WORK EXPERIENCE

PONCE GROUP FOOD DIVISION ON THE JOB TRAINEE

November 14, 2018 to January 31, 2019

- Assist with Managing Payroll and Registration of Employee
- Organize Files , records , cash and cash equivalent for different dept .
- Analyze financial data for Senior and Personal with Disability , ensure correctness of recorded amount
- Help prepare employee payroll
- Handles call and transfer to the respective department
- Prepare purchase quotation for orders and construction supply

CAMPUS AND COMMUNITY INVOLVEMENT

Library Student Assistant SY 2017-2018

- Handle telephone switchboard to answer, screen and forward calls, provide information, take messages and schedule appointments.
- Monitoring the daily attendance of the staff.
- Established and maintained an accurate filing system of all office records such as employees documents ,clippings, purchased order ,delivery order/Invoice copies and other documents for reference.
- Oversees the inventory of the office supplies and order as needed.
- Attend customers, visitors and direct them to the appropriate authorized person.
- Performs other duties as requested by the college librarianResponsible for the monthly utilization reports.

QUALIFICATIONS

- Accounting or Bookkeeping
- Software Proficiency
- Typing skills
- Proficient in communication
- Active listener
- Problem-solving
- Ability to work under pressure
- Leadership
- Self-motivation
- Adaptability
- Time management
- Work ethic
- Passionate towards work