

# ROSELLA CAÑETE PARMO

 rosellaparm1015@gmail.com |  0935-590-4038

Birthdate: October 15, 1999 | Civil Status: Single | Sex: Female

## PROFESSIONAL PROFILE

A motivated and goal-driven professional with experience in bookkeeping and accounting support, complemented by a strong academic background in business administration. Recognized for being organized, reliable, and a fast learner with excellent communication skills. Passionate about delivering high-quality results, problem-solving, and continuous growth in a professional setting.

## WORK EXPERIENCE

### Branch Bookkeeper

November 2023 – August 2025

Rural Bank of Hilongos (Leyte), Inc. – Matalom Branch

- Manages daily bookkeeping and reconciles financial records.
- Identifies and resolves discrepancies in transactions.
- Supports branch-level accounting operations and reporting.

### Accounting Assistant

April 2023- November 2023

Rural Bank of Hilongos (Leyte), Inc. – Hilongos Branch

- Assisted with data entry, reconciliation of financial records, and ensured data accuracy.
- Supported the accounting team with administrative tasks and compliance documentation.

### SHS Work Immersion – HR Department Intern

Local Government Unit – Bato, Leyte

November 2018

- Gained early exposure to administrative and human resource functions.
- Assisted staff with office operations and records management.

## EDUCATIONAL ATTAINMENT

### Bachelor of Science in Business Administration – Major in Marketing Management

Southern Leyte State University – Tomas Oppus  
Campus

GWA: 1.35 | Magna Cum Laude | July 2022

### Bato School of Fisheries - Bato, Leyte

Tinago, Bato Leyte

General Academic Strand

GWA: 95.00 |With High Honors | 2019

## CERTIFICATES


- Honor Graduate Eligibility pursuant to Presidential Decree No. 907
- Certificate of Completion: UMAP-COIL Program – Institute for Innovative Global Education, Kansai University
- Certificate: AMLC/CTF Fundamentals Course

## SKILLS AND ATTRIBUTES


- Financial Data Management and Reconciliation
- Proficient in Microsoft Word and Excel
- Strong Communication Skills and Team Collaboration
- Organized, Reliable, and Goal-Driven
- Exposure to Business Environments and Administrative Work
- Adaptable, Fast Learner, and Service-Oriented

## CHARACTER REFERENCES

### Mr. Michael Jay Matondo- Branch OIC

- Rural Bank of Hilongos, (Leyte) Inc.
-  09262036691

### Mr. Joseph Anthony M. Romero

- BSBA College Instructor, CPA, MBA
-  0938-009-1178