



Nenia Fe P. Pening

▶ 23 years old

▶ Single

Objective

A highly competitive and effective employee with and asset of knowledge, skills and experiences on financial transactions and administrative functions that can be utilized in performing duties for the success of the company.

Qualifications/skills

- Possess strong communication skills
- Skilled in recording and making financial reports
- Proficient in Microsoft Office
- Able to work under pressure
- Able to work with less supervision
- Have good customer service skills
- Willing to be trained

Education

- ▶ **Bachelor of Science in Agribusiness**
Visayas State University-Isabel
2018-2022
Cum Laude
- ▶ **Accountancy, Business and Management Strand**
Puerto Bello National High School
2012-2018
With honor
- ▶ **Canbantug Elementary School,**
2006-2012
4th honor

Contact



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Canbantug, Merida, Leyte

Work Experience



Branch Administrative Assistant

Community Economic Ventures Inc.- Ormoc
March 1- September 15, 2023

- Managed petty cash fund and minimal expenses
- loan disbursement to clients
- Payment of monthly dues like electric, water bill and rentals
- Cash count collections
- Deposit and withdraw cash in bank

Training

- Community Finance Training at KALAHI-CIDSS
NCDDP, Merida Leyte, November 11, 2022

References

- Jesse Mica Caceres
Area Accountant
Community Economic Ventures Inc.-Ormoc
09653607158
- Elwin P. Garcia
Acting Branch Manager
Community Economic Ventures Inc.-Ormoc
09380230772