

MENCHU B. SABANDO



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 PROFILE:

Name	:	Menchu Buenaflor Sabando
Home Address	:	Brgy. Sto. Rosario, Baybay City, Leyte
Contact Number	:	09066662488/09399861038
E-mail	:	menchusabando@gmail.com
Age	:	30
Religion	:	Roman Catholic
Birthdate	:	June 15, 1993
Marital Status	:	Single
Mother's Name	:	Nelia Tripoli Buenaflor
Father's Name	:	Zacarias Gorre Sabando, Jr. (Deceased)

ELIGIBILITY

CAREER SERVICE EXAMINATION PEN & PAPER TEST PROFESSIONAL

DATE OF EXAMINATION: AUGUST 20, 2023

RATING: 86.02

EDUCATION HISTORY

PRIMARY:

Baybay II (South) Central School
R. Magsaysay St. Baybay City, Leyte

SECONDARY:

Franciscan College of the Immaculate Conception

A. Bonifacio St. Baybay City, Leyte

COLLEGE:

Franciscan College of the Immaculate Conception

Bachelor of Science in Business Administration (BSBA) major in Financial Management

A. Bonifacio St. Baybay City, Leyte

STRENGTHS:

- Fast-learner and dedicated in delivering team success.
- Proven Initiative and ability to work with minimal supervision.
- Multi-tasking capabilities.

ADDITIONAL SKILLS:

- Good in numerical and financial presentation skills
 - Good in verbal & written presentation skills.
 - Proficient in MS Application.
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Personal Traits:

God-fearing
Systematic
Responsible

Hard-working
Honest
Persistent

• Academic achievements and/or Affiliated Organization

College

- | | |
|---|---------------------------------|
| Academic Honors in the Collegiate Department | - 2014 - 2015 |
| | - 1 st semester 2013 |
| | - 2012-2013 |
| Treasurer of Modern Business Administration Club | - 2013-2014 |
| | - 2012-2013 |
| Sec/Treas. of Modern Business Administration Club | - 1 st semester 2010 |
| Modern Business Achievers Club Member | - 2009- 2015 |
| Singles For Christ Member | - 2011- present |

High School

- | | |
|--|--------|
| Top Achiever in NCAE | |
| National Career Assessment Examination | - 2008 |
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INTERNSHIP (300hrs) - **EastWest Rural Bank** Baybay Branch
- November 2014-February 2015

Working Experience:

- **Admin Aide III (JO)**
 - September 04, 2023-Present
 - VSU Accounting Office
- **Area Accountant/Accounting Supervisor**
 - April 11, 2019-July 14, 2023
 - **Community Economic Ventures, Inc. (Microfinance), Leyte Areas**
- **Branch Accountant**
 - August 28, 2018 – April 10, 2019 (Promoted to Accounting Supervisor)
 - April 15, 2015-June 16, 2017
 - **Community Economic Ventures, Inc. (Microfinance)-Baybay Branch**
- **Accounting Clerk**
 - January 2018-August 2018
 - **Soliano's Bookeeping Firm**-Baybay City, Leyte
- **Private Academic Tutor (Working Student)**
 - High School 2011 summer-March 2014 (Mathematics)
 - Grade IV 2012 summer – March 2013 (all Subjects)
 - Grade II 2013summer (Reading and Counting)
 - Kinder 2014 summer – December 2014 (all subjects)

SEMINARS ATTENDED:

Customer Service Seminar
CEVI-Online training
March 9, 2023

Personal Security-Online Training
CEVI-Baybay Branch
June 2020

**World Vision's Information and Data
Protection Training CEVI-Online Training**
March 28, 2023

Civil Service Commission Seminar
FCIC Audio-Visual Room
February 20, 2015

Social Etiquette Seminar
FCIC Audio-Visual Room
October 03, 2012

**BSP's Role in the Philippine Economy
& the New Generation Currency (NGC)**
BSP Multi-Purpose Hall, Tacloban City
February 20, 2013

Leadership training Seminar
FCIC Audio-Visual Room
August 24, 2013

**Effective Communication &
Listening Skills Seminar**
FCIC Audio-Visual Room
October 02, 2013

REFERENCES:

Valerie Y. Vergis
Admin Aide VI-Accounting Office
Visayas State University, Baybay City, Leyte
Contact number: (525) 0600 1006

Ms. Jesse Mica Caceres
Accountant Reliever
CEVI
Tagbilaran Bohol
Contact Number: 09653607158

Mrs. Jane Rose Brao-Bandalan
Office Staff
LEYECO IV
Baybay City, Leyte
Contact number: 09103539788
