



# Nenia Fe P. Pening

▶ 24 years old

▶ Single

## Objective

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

## Qualifications/skills

- Posses 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
- 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



09675579282



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Brgy. Canbantug, Merida, Leyte

## Work Experience

### ▶ Administrative Aide III (JO)

Visayas State University-Main  
February 19, 2024- Present

### ▶ Branch Administrative Assistant

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

## Training

- Community Finance Training at KALAH-CIDSS  
NCDDP, Merida, Leyte  
November 10-11, 2022
- L&D Activity entitled "Shaping Culture: Embracing Values for Optimal Workplace Performance"  
May 15, 2024
- ISO 9001:2015 Awareness & Re-awareness Seminar"  
September 9, 2024

## References

- Menchu B. Sabando  
Baybay, City  
09066662488
- Lecil N. Managbanag  
Instructor  
Visayas State University-Isabel  
09639127502