

VICENTE ESTRAEL RUPA JR., CTT

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EMPLOYMENT HISTORY

Position: BACKROOM SERVICES ASSISTANT

Agency: Philippine Health Insurance Corporation (PhilHealth) – Local Health Insurance Office
Tacloban

Location: Fatima Village, Tacloban City, Leyte

Duration: March 2017 to May 2017

DUTIES AND RESPONSIBILITIES:

1. Delivers exceptional level of frontline services to stakeholders in Public Assistant and Complaints Desk (PACD) by listening to their concerns and answering questions
 2. Enrolling, updating, and printing PhilHealth members' information from the system and computer files
 3. Printing and releasing PhilHealth ID Cards
 4. Sending and receiving documents to/from PhilHealth accredited hospitals
 5. Updating profiles of different PhilHealth accredited LGUs
 6. Contacting PhilHealth accredited rural health units
 7. Updating, listing, and printing employees' attendance sheets, business slips, and pass slips
 8. Office supplies management - sorting, listing, and disposal
 9. Office documents management - MS office, sorting, and filing
 10. Performing secretariat functions for internal and external meetings
 11. Handling and creating inter-office and intra-office communications
 12. Making PowerPoint presentation for internal and external use
 13. Performs other functions accurately and efficiently as directed by management
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EDUCATION

Graduate School: **MASTERS IN PUBLIC RESOURCE MANAGEMENT**
Eastern Visayas State University
Academic Term: October 2020 to Present

Bachelor Degrees: **BACHELOR OF SCIENCE IN ACCOUNTANCY**
Saint Paul School of Professional Studies
Academic Term: June 2013 to April 2018

BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY

Saint Paul School of Professional Studies

Academic Term: June 2013 to May 2018

Honor Received: Cum Laude

PROFESSIONAL QUALIFICATIONS

- CERTIFIED TAX TECHNICIAN
 - CERTIFIED TAX ASSISTANT BY ROYAL INSTITUTE OF SINGAPORE
 - CAREER SERVICE PROFESSIONAL
 - P.D. 907 HONOR GRADUATE
 - NAPOLCOM PNP ENTRANCE ELIGIBILITY
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HONORS AND AWARDS

CUM LAUDE GRADUATE

Bachelor of Science in Accounting Technology

Batch 2018 – Summer Graduates

Saint Paul School of Professional Studies

OUTSTANDING STUDENT AWARDEE

Young Men's Christian Association (YMCA) of Leyte

March 2018

DEAN'S LISTER AWARD

School of Business and Accountancy

Saint Paul School of Professional Studies

2013-2017

PRESIDENTIAL AWARDEE AS JUNIOR CLASS ORGANIZATION PRESIDENT

Saint Paul School of Professional Studies

August 2015

FIRST AIDER OF THE YEAR AWARDEE

Red Cross Youth Organization

Leyte National High School Chapter

PROFESSIONAL AFFILIATIONS

- Member of Philippine Association of Certified Tax Technician, Inc.
 - Member of Royal Institute of Taxation, Singapore
 - Awardee and Member of Young Men's Christian Association (YMCA) Outstanding Student Awards Alumni Association
 - Member of Mind, Art, and Sound of Kindred Intrinsic (MASKI) - an art organization
 - Member of Saint Paul School of Professional Studies Alumni Association
 - Former Chairman of Paulinian Student Government – Student Crime Prevention Committee
 - Former Senator (2 consecutive years) of Paulinian Student Government
 - Former President of Junior Class Organization, Saint Paul School of Professional Studies
 - Former Member of Junior Philippine Institute of Accountants (JPIA) - an organization for Accountancy students
 - Former Volunteer of SPSPS Junior Philippine Institute of Accountants (JPIA)
 - Former Member of Junior Institute of Accounting Technicians (JPIA) - an organization for Accounting Technology students
 - Former member of National Federation of Junior Philippine Institute of Accountants - national organization for Accountancy students
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TRAININGS

SEMINAR ON TAX UPDATES AND TAX PRACTICE, Philippine Association of Certified Tax Technicians, August 29 - September 20, 2020

SEMINAR ON TAX UPDATES, National Association of Certified Public Accountants, Palo, Leyte, January 12, 2019

SEMINAR ON NEW CONCEPTUAL FRAMEWORK, National Association of Certified Public Accountants, Palo, Leyte, January 12, 2019

STUDENT CRIME PREVENTION COMMITTEE SEMINAR-WORKSHOP, National Police Commission RO8, Palo, Leyte, September 30, 2017

JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS CONFERENCE with Philippine Institute of Certified Public Accountants, Palo, Leyte, August 15, 2017

BASIC CUSTOMER SERVICES, PhilHealth Local Health Insurance Office, Tacloban City, Leyte, April 3, 2017

LEADERSHIP SEMINAR-WORKSHOP, Lead Like Jesse Organization, Palo, Leyte, March 22, 2017

LECTURE SERIES ON INCOME AND BUSINESS TRANSFER TAX by Rex Banggawan, CPA, MBA, Author, Palo, Leyte, March 17, 2017

WAS IT I OR ME? AVOIDING GRAMMAR PET PEEVES IN BUSINESS WRITING, Saint Paul School of Professional Studies, Palo, Leyte, July 13, 2016

5TH REGIONAL BUSINESS SUMMIT, DOST, DOLE, CHED, DTI, DOT, DAR, ETC., Tacloban City, Leyte, September to October, 2015

MTALKS – SEMINAR ON MARKETING AND BUSINESS DEVELOPMENT, Saint Paul School of Professional Studies, Palo, Leyte, January 30, 2015

SKILLS AND INTERESTS

Proficient in Microsoft Office

Administrative Support

File and Database Management

Leadership Skills

Communication Skills

Tax Accounting and BIR Filing

Bookkeeping and Account Reconciliation Processes

Financial Management and Reporting

QuickBooks, Adobe Photoshop, and Adobe Lightroom

Visual Arts and Photography