

Alissa T. Argota

CAREER OBJECTIVE

To secure an entry-level accounting position that will provide opportunities to utilize my knowledge of accounting principles to accurately analyze financial data and provide meaningful insights that will contribute to the success of the organization.

EDUCATION

Saint Paul School of Professional Studies

Bachelor of Science in Accountancy

May 2023

- Recognized for my academic achievements as a Dean's Lister throughout my college studies.
- Participated in an organization which is the JPIA - SPSPS Chapter which provided a platform for us, members, to engage in meaningful discourse and exchange of ideas with other peers.
- Completed an internship with a government office, where I gained a hands-on experience in accounting and finance, including the preparation of index of payments, recording transactions, and learned more about the organization by working with the staff.

Asian Development Foundation College

Accountancy, Business, and Management Strand

March 2019

- Graduated With High Honors and was recognized With High Honors also in my 11th Grade
- Completed an internship at a government office where I was able to improve my social skills by interacting with other people.

PROFESSIONAL EXPERIENCE

Commission on Population and Development Region VIII

Accounting Intern, College (July-October 2022)

- Assisted in making the Index of Payment in order to record and monitor the payments made.
- Contributed to the segregation of important papers to be submitted to COA, Disbursing Officer and for the Finance copy.
- Participated in field works which helped me with my social skills and performed other office tasks assigned by my Supervisor.
- Assisted in doing an inventory count of the family planning commodities available therein.

Tacloban City Environment and Natural Resources Office

Intern, SHS (2019)

- Visited different schools to give a lecture which helped me how to interact with people of different backgrounds.

CERTIFICATION

Civil Service Eligible

Professional Level

August 2023

Certified Bookkeeper

United Kingdom

September 2022



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CORE QUALIFICATIONS

- **Software Proficiency:** Well-versed in the use of Microsoft Office Apps like Excel, resulting in efficient accounting work
- **Interpersonal Skills:** Effectively communicate and interacts with others, build relationships, and handle conflicts in a positive manner.
- **Able to demonstrate** resilience, manage stressful situations, and be flexible to new demands.
- Able to effectively organize tasks and **manage time** to meet deadlines.
- **Continuous Improvement:** Ongoing practice of seeking new and better ways of working to improve efficiency and productivity.
- Basic **accounting skills** and knowledgeable in tax accounting

CHARACTER REFERENCE

Available upon request.