



# ENA GEN TRIPOLI

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## CONTACT

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- ☎ 09498711009
- ✉ enagentripoli@gmail.com
- 📍 Brgy. Makinhas, Baybay City, Leyte

## EDUCATION

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2014-2018  
MOUNTAIN VIEW COLLEGE

- Bachelor of Science in Accountancy

## SKILLS

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- Team Work
- Time Management
- Organization Skills
- Interpersonal

## LANGUAGES

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- Filipino
- English

## PROFILE

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I am a recently passed CPA with almost two years of accounting related work experiences. I believe that I am a work in progress and have the enthusiasm for learning and growth.

## WORK EXPERIENCE

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- **Adventist Hospital Cebu** OCT 3, 2022- DEC 31, 2023  
Accounting Staff- Bank Reconciliation Officer
  - I reconcile book cash record and bank statements every end of the month.
  - I adjust discrepancies and errors by creating and encoding adjusting entrie in the system
- **Adventist Academy Cebu** Nov 1, 2021- April 1, 2022  
Accounting Staff
  - I was task to finish a BIR requirement.
  - I also do other accounting related work

## REFERENCE

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**Khevin Carl Monloy**  
AHC, Chief Accountant

**Keth Asahel Rosario**  
AHC, VP Finance

**Jesse Sumalpong**  
AAC, Treasurer