



Purok 3, Barangay Juaton, Ormoc City, Leyte, Philippines, 6541

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ACHIEVEMENTS

- ◇ **National Certificate III Examination in Bookkeeping (August 01, 2017)**
- ◇ **Career Service Professional Examination (January 2016-February 2016)**

INTERNSHIP

- ◇ **Energy Development Corporation (April 2018)**
Human Resource Department
Record & file leave forms
- ◇ **Energy Development Corporation (January 2016-February 2016)**
Accounting Department
Record & file Expenses

TRAININGS & SEMINARS

- ◇ **Regional Seminar Workshop “Utilizing the Sustainable Development Goals (SGDS) as compass for Post Pandemic Recovery” (2022)**
- ◇ **Accounting: Principles of Financial Accounting (2020)**
- ◇ **The Filipino Accountancy Youth: Rooted in Identity, Strengthened by Excellence “How to be your own Boss”**
- ◇ **The Filipino Accountancy Youth: Rooted in Identity, Strengthened by Excellence “Creating Competitive Edge”**
- ◇ **The Filipino Accountancy Youth: Rooted in Identity, Strengthened by Excellence “Of leaders & Advocates”**
- ◇ **The Filipino Accountancy Youth: Rooted in Identity, Strengthened by Excellence “Philippine Accountancy Profession: Change in coming”**

OBJECTIVE

To work in a firm or company where I can utilize my analytical skills, leadership capabilities, fast learning ability and problem solving skills.

EDUCATION

- Bachelor of Science in Accountancy (2017-2018)**
St. Peter’s College of Ormoc
- Bachelor of Science in Accounting Technology (2013-2017)**
Western Leyte College of Ormoc
- New Ormoc City National High School (2009-2013)**
Brgy. Don Felipe Larrazabal, Ormoc City

WORK EXPERIENCE

- Administrative Assistant V/ Private Secretary I (July 01, 2021– Present)**
15th & 16th Sangguniang Panlungsod ng Ormoc– Office of the City Councilor, Local Government Unit of Ormoc City
Assist City Councilor Burt J. Pades in his meetings and prepare all necessary documents. Responsible for the confidential files and information. Answer calls and client queries promptly. Accept and file bio-data for Job Order applicants. Set appointments. File paperwork and maintain records both paper and electronics. . Communicate with different offices/ department or agencies for events/ committee meetings. Stay updated of Assigned Barangays concerns. Issue receipts for Notarial fees
- Administrative Aide I (January 04, 2021-June 30, 2021)**
16th Sangguniang Panlungsod ng Ormoc- Office of the City Councilor, Local Government Unit of Ormoc City (LGU-Ormoc City);
Assist City Councilor Benjamin S. Pongos, Jr. in his meetings and prepare all necessary documents. Answer calls and client queries promptly. Accept and file bio-data for Job Order applicants. File paperwork and maintain records both paper and electronics. Stay updated of Assigned Barangays concerns.

- Accounting Staff (June 19, 2019-February 29, 2020)**
Greenplains Construction- Accounting Department
Record vehicle trips & fuel consumption. Record PPE’s. File construction projects according chronologically. Handle Petty Cash Fund. Issue Official Receipts & Cheques. Access to company QuickBooks
- Accounting Staff/ Secretary (June 19, 2016- March 25, 2018)**
RDG Car & Tucking Services
Issue Official Receipts & Cheques. Make & submit Billing Statement to clients & Companies. Deposit Cash & Cheques to Company bank accounts. Get legal documents notarized

REFERENCES

- ENGR. ESTEBAN V. LAURENTE**
City Councilor- Local Government Unit of Ormoc
Valle St., Dona Feliza Mejia, Ormoc City
+639-77-830-6455
- PROS. BENJAMIN S. PONGOS, JR.**
Ormoc City Prosecutor
Villa Socorro Subd., Brgy. San Isidro, Ormoc City
+639-17-307-2685
- ATTY. BURT J. PADES**
City Councilor- Local Government Unit of Ormoc
Villa Theresa Heights Subd., Brgy. San Isidro, Ormoc City
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