

## Objective

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

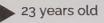
## Qualifications/skills

- Possess 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
- Have good customer service skills
- 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

# Nenia Fe P. Pening





#### Contact



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Canbantug, Merida, Leyte

# Work Experience

Branch Administrative Assistant

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

- Managed petty cash fund and minimal expenses
- loan disbursement to clients
- Payment of monthly dues like electric, water bill and rentals
- Cash count collections
- Deposit and withdraw cash in bank

# Training

 Community Finance Training at KALAHI-CIDSS NCDDP, Merida Leyte, November 11, 2022

## References

- Jesse Mica Caceres
  Area Accountant
  Community Economic Ventures Inc.-Ormoc 09653607158
- Elwin P. Garcia
  Acting Branch Manager
  Community Economic Ventures Inc.-Ormoc 09380230772

