



RJ DAVE D. DURUHA

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Email Address: rjdavedagoyduruha@gmail.com.

PERSONAL INFO.

Address: Poblacion, Tabango,
Leyte, Philippines

Birthdate: 11-14-2002

Gender: Male

Nationality: Filipino

Status: Single

Language: English/Filipino

SKILLS

- Accounting Skills
- Analytical Skills
- Communication Skills
- Computer Literacy Skills
- Leadership Skills
- Management Skills

EXPERTISE

- Google Workspace (Sheets, Docs, Drive, Gmail)
- MS Office (Word, Excel, PowerPoint)
- QuickBooks Online

PERSONAL ATTRIBUTES

- Integrity and Accountability
- Open-mindedness and Adaptability
- Excellent Work Ethics

OTHERS

- Certificate of Eligibility (CSE Passer- Professional)

OBJECTIVE

A task-oriented and highly competent individual with a strong sense of commitment and perseverance. Seeking for a job where I can utilize and enhance my knowledge and skills and acquire valuable experiences while contributing to the growth and success of the organization.

EDUCATION

College **Western Leyte College, Ormoc City**
BS Accounting Information System (BSAIS)
Academic Excellence Awardee

High School **Tabango Senior High School**
Accountancy, Business and Management

EXPERIENCE

M. Edano & Co. CPAs (Accounting Firm)

Admin Staff (Part-Time Job)

Feb 2024- May 2024

- Banking, data entry and admin tasks.
- Proficiently performed catch-up and daily bookkeeping using QuickBooks Online.
- Manage data using Google Workspace and MS Office.

Social Security System- Ormoc Branch

On-the-Job Training

Oct 2023- Feb 2024

- Customer Assistance (Inquiries and Benefit Application)

REFERENCE

Atty. Juliet Edano, CPA

M. Edano & Co. CPAs

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Ms. Adora Barja

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