



Sheena Marie G. Guzman



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Brgy. Bitanluan, Baybay

Career Objective

Seeking a challenging career to be an effective employee that can utilize and enhance my skills, knowledge and capabilities for the improvement of my identity. And importantly, experience the environmental peacefulness in the workplace.

Core Qualifications

- . Data Entry
- . Microsoft Office (MS Word, Excel, Powerpoint)
- . Deadline-oriented
- . Records Research
- . Database updates
- . Regulatory filings
- . Accuracy and Precision

Personal Skills

- . Ability to work independently and as part of a team
- . Organized and efficient
- . Good written and verbal communication skills

Work History

Billing Clerk, March 2017 – Dec 2021

Ritemeat Marketing - Palo, Leyte

- Executed billing tasks and recorded information in company databases.
- Improved billing accuracy by diligently reviewing invoices and reconciling discrepancies.
- Verified accuracy of billing data and corrected discrepancies.
- Handled account payments and provided information and outstanding balances.
- Assisted with month-end closing procedures, contributing to an organized and punctual financial reporting process.
- Demonstrated excellent time management skills by prioritizing tasks and meeting deadlines in a fast-paced, high-volume work environment.

Branch Clerk, Aug 2016 – Jan 2017

Pacifica Agrivet Supplies, Inc. – Compostela, Cebu

- Enhanced customer satisfaction by addressing and resolving complaints in a timely manner.
- Managed cash transactions accurately, maintaining daily reconciliations and reducing discrepancies.
- Streamlined branch operations by implementing efficient filing and record-keeping systems.

Education

Bachelor of Science in Agribusiness (Apr 2016)

Visayas State University – Visca, Baybay City, Leyte

Personal Details

Date of Birth

May 24, 1996

Place of Birth

General Santos City,
South Cotabato

Gender

Female

Nationality

Filipino

Civil Status

Single

Age

28

