



ROXANE JOY V. AGANG

Bachelor of Science in Accounting Technician

CONTACT INFORMATION:



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Roxane Agang



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SKILLS SUMMARY:

- Writing and verbal communication
- Time management and multi tasking abilities
- Basic proficiency to Microsoft programs (Word, Excel, PowerPoint)
- Basic knowledge on QuickBooks
- Willing to learn and undergo training for development
- Understanding and interpersonal capabilities

CAREER OBJECTIVE:

To be able to learn, execute and improve my knowledge and skills in accounting, and to help the administration by:

- applying my educational background
- have strong attention to detail and accuracy to contribute to the growth of the management
- serve and commit to maintaining the highest ethical standards in the field

EDUCATIONAL HISTORY:

Saint Paul School of Professional Studies (SPSPS)
Campetic, Palo, Leyte

Bachelor of Science in Accountancy
June 2015 - March 2020

Bachelor of Science in Accounting Technology
May 2020 - June 2020
Cum Laude

Bachelor of Science in Real Estate Management
October 2021 - May 2023

EXPERIENCES:

Internship

- Naval Water District (NWD) | April 2019 - May 2019
6543 Naval, Biliran
- R&M Realty | January 2023 - March 2023
6521 A Bonifacio St., Zone 2, Baybay City, Leyte

Department of Trade and Industry | July 08, 2024 - Present
Biliran Provincial Office
NC-Administrative Assistant

AFFILIATION/S /ACHIEVEMENTS:

- Member, National Institute of Accounting Technician (NIAT)
- Certified Bookkeeper (CB)
- Registered Cost Accountant (RCA)
- Certified Accounting Technician (CAT)
- Real Estate Appraiser (REA)