

NENIA FE PEDRA PENING

Canbantug, Merida, Leyte
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peningneniafedra13@gmail.com



CURRICULUM VITAE**PERSONAL DETAILS**

Date of Birth: February 13, 2000

Civil Status: Single

Nationality: Filipino

CAREER OBJECTIVE

To become a highly competitive professional and to be an effective employee with an asset of knowledge, skills and experiences to be utilized in performing tasks and duties effectively for the success of the insituion.

EDUCATION

Tertiary	Visayas State University-Isabel (2018-2022) Marvel, Isabel, Leyte Bachelor of Science in Agribusiness
Secondary	Puerto Bello National High School (2012-2018) Puerto Bello Merida, Leyte Accountancy, Business and Management Stand
Elementary	Canbantug Elementary School (2006-2012) Canbantug Merida, Leyte

HONORS AND AWARDS RECEIVED

- Cum Laude, August 5, 2022, Visayas State University-Isabel, Isabel, Leyte -Dean's lister, May 10, 2019, Visayas State University-Isabel, Isabel, Leyte
- With honors, April 3, 2018, Puerto Bello National High School, Puerto, Bello Merida, Leyte
- Awards for Work Immersion, April 3, 2018, Puerto Bello National High School, Puerto, Bello, Merida, Leyte
- With honors, April 5, 2017, Puerto Bello National High School, Puerto, Bello Merida, Leyte

-With honors, March 29, 2016, Puerto Bello National High School, Puerto, Bello Merida,
Leyte

QUALIFICATIONS/SKILLS

- Possess strong communication skills
- Skilled in recording and making financial reports
- Proficient in Microsoft Office (Word, PowerPoint, Excel) -Able to work with less supervision
- Able to work under pressure -Willing to be trained

EXPERIENCE

- Administrative Aide III (JO)
Accounting Office, Visayas State University-Main
February 19, 2024-Present
- Branch Administrative Assistant
Community Economic Ventures Inc. (CEVI)-Ormoc Branch
March 1, 2023 – September 15, 2023

SEMINARS AND TRAININGS ATTENDED

- “ISO 9001:2015 Awareness and Re-awareness Seminar” at Visayas State University-Main
September 9, 2024
- L & D Activity entitled "Shaping Culture: Embracing Values for Optimal Workplace Performance" at
Visayas State University-Main
May 15, 2024
- Community Finance Training at KALAHI-CIDSS NCDDP, Merida, Leyte
November 10-11, 2022
- Seminar on "How to Plan and Budget Financial Resources on Government Funds", Department of
Business Management (Management Room), VSU- Isabel, Isabel, Leyte
November 22, 2019

REFERENCES

Lecil N. Managbanag
Instructor
Visayas State University-Isabel
09639127502

Menchu B. Sabando
Baybay City
090666624