



CONTACT INFORMATION:



Barangay Talustusan
6543 Naval, Biliran



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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 in Quickbooks
- Willing to learn and undergo training for development
- Understanding and interpersonal capabilities

ROXANE JOY V. AGANG

Bachelor of Science in Accounting Technician

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

- Bookkeeping (columnar to excel input)
- Organized accounting files and update documents
- Ensuring the accuracy of debit and credit accounts
- Billing and encoding the entity's daily, weekly and monthly expenses and transactions
- Vouching transactions and expenses
- Sorting and reproduction of supporting documents

R&M Realty | January 2023 - March 2023

6521 A Bonifacio St., Zone 2, Baybay City, Leyte

- Maintaining accurate records and documentation related to property transactions
- Inspect properties and find comparables for the appraisal report
- Make basic appraisal report for vacant lot
- Collaborate with various teams within the real estate company
- Conduct market research to analyze property values and trends in the local market for property valuation and investment decisions

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)