

JEAH MAE CASTILLO EBERO

Home Address: Brgy. Balugo I, Albuera, Leyte

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PERSONAL INFORMATION

Birth Date	:	March 22, 1999
Birthplace	:	Ormoc City, Philippines
Religion	:	Roman Catholic
Age	:	22 years old
Sex	:	Female
Weight	:	45kg
Height	:	5'
Nationality	:	Filipino
Civil Status	:	Single
Languages	:	Cebuano (Native Language), Filipino, English

EDUCATION

Tertiary	Visayas State University Bachelor of Science in Agribusiness Visca, Baybay City, Leyte 6521-A Philippines
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WORK EXPERIENCE

- **Administrative Aide I.** Accounting Division. Visayas State University, Visca, Baybay City, Leyte. Status of Employment: Job Order

Job Description:(**July 10, 2020 to Present**)

Project in-charge

1. To prepare journal for 101 Trust projects
2. To control & earmarks PR'S, Appointments under 101 Trust, other payables and trust liabilities
3. To obligate vouchers, payroll under 101trust projects, other payables and trust liabilities
4. To liquidate obligated vouchers, payrolls under 101 trust projects, other payables and trust liabilities
5. Prepare Quarterly Financial Report on each project

SKILLS

- Computer Literate (Microsoft Office Word, Powerpoint and Excel)
- Resourceful
- Team Player

SEMINARS/ TRAININGS ATTENDED

Webinar RA 11313 Safe Spaces Act
Visayas State Univerity
December 10, 2020

Seminar on Financial Management (Webinar)
VICARP-DOST-PCAARRD Los Baños Laguna
December 2, 2020

ISO 9001:2015 Awareness/Re-awareness Webinar
Visayas State Univerity
November 27, 2020

On-The-Job Training
AGREA Agricultural Systems International Inc.
January 1-March 22, 2019

REFERENCES

ERLINDA S. ESGUERRA, CPA

Head, Accounting
Visayas State University
Visca, Baybay, Leyte
Cell phone # 09176341538

WILMA V. NAPIERE

Administrative Aide IV, Accounting
Visayas State University
Visca, Baybay City, Leyte
Cell phone # 09359633220

GINA A. LORETO

Administrative Aide III, Accounting
Visayas State University
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