

# ISAIAH DIASANTA



📍 Tacloban City

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## CAREER OBJECTIVE

To secure an entry-level accounting position where I can utilize my academic knowledge and practical experience to contribute to the growth and success of the organization and to gain exposure to various aspects of accounting, including financial reporting, auditing, and taxation while developing my skills and expertise in a supportive and challenging work environment.

## CERTIFICATIONS

### CAT Level 1 Passer Certified Bookkeeper

November 2022

### CAT Level 2 Passer Registered Cost Accountant

May 2023

### Career Service Professional Eligibility

August 2024

## CORE SKILLS

- **Software Proficiency:** Knowledgeable in the use of Microsoft Excel and Word
- **Time Management:** Able to prioritize tasks effectively to meet deadlines
- **Effective Communication:** Able to effectively connect with people
- **English Proficiency:** Able to communicate in written and verbal in English
- **Interpersonal Skills:** Built warm relationships with co-interns and workmates leading to smooth collaboration

## WORK EXPERIENCE

### Leyte Dokik's Corporation

#### Internal Auditor (Dec. - Jan. 2025)

- Validation of collections and disbursements.
- Collection and funds audit
- Warehouse inventory audit
- Preparation of audit reports for findings, risk and recommendations

### Local Government Unit of Ormoc City

#### Internship (January - March 2024)

- Assisted with filing and processing permit applications and renewals in the business permit and licensing office.
- Assisted with document processing, data entry, filing and retrieval in the office of the building official.

### VanGraphics and Design Solution

#### Office Staff (April - July 2024)

- Printing and editing layouts for tarpaulins
- Bookkeeping and quarterly tax preparations

## EDUCATION

### SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES

#### Bachelor of Science in Accountancy

- Graduated Class 2024
- Sports Editor School Publication

#### Accountancy and Business Management Program (SHS)

- With Honor