

CSR - Voice / non-voice \*  
referred: Casandra Sanchez (Jhays FB) *ok for Ken*

# "ALYSSA" ARENAS ROSAL

Address: Sandayong Sur, Danao City

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5/16/19  
32  
95

## CAREER OBJECTIVE

*will rent house one period*

Seeking an environment learning and activity where my knowledge can be shared and enriched in developing. Continuously updates myself with the latest technologies and apply the practical experiences gained in the environment of challenging tasks while contributing in best of my knowledge.

## PERSONAL INFORMATION

Birthdate : December 08, 1997  
 Birthplace : Compostela City  
 Age : 21 yrs. old  
 Gender : Female  
 Status : Single, no depts  
 Citizenship : Filipino  
 Religion : Roman Catholic  
 Hobby : Reading novel books, socializing, surfing net and watching T.V

*M: Factory Worker / Pitrimia*  
*small*  
*F: Business owner - small business*  
*coronist*  
*youngest of 2*  
*same*

## EDUCATIONAL BACKGROUND

### Tertiary

**University of San Jose-Recoletos**  
 Magallanes Street, Cebu City  
 Bachelor Science in Business Administration  
 Major in Human Resources Development Management  
 2014-October 2017 *Graduate*

### Secondary

Sandayong Sur, National High School  
 Guso, Sandayong Sur, Danao City  
 2010-2014

### Primary:

Gerardo Ypil Elementary School  
 Manalayag, Danao City  
 2004-2010

*ES: 14k A1*  
*ES: 13k BP*  
*SD: ASAP*  
*CS: 5.5/10*

## KEY COMPETENCIES

- Resourceful, self-motivated, take initiative, and trustworthy
- Have attitude to adopt new technologies and environment, positive attitude, and perseverance to undertake any challenging tasks
- Computer Literate ( MS Word, MS Powerpoint, MS Excel and Adobe Photoshop)
- Have Interpersonal Skills

*goals: successful in her chosen field valued by employer*

*graveyard -> ok*

*BPO*  
*- no discrimination*  
*- competitive salary*  
*iPlog*  
*- nice environment*

## WORKING EXPERIENCE

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### ACCOUNTING STAFF

GDS Security Agency, Inc.

Bb. Cabahug St., Brgy. Guizo, Mandaue City

November 24, 2017 – March 30, 2019

- Maintaining Financial Records
  - Cash records—e.g. bank statements, deposit books, cheque butts, petty cash records, liquidation
  - Creditor and Purchases records—e.g. purchase orders, invoices and statements received and paid, unpaid invoices, a list of all purchases, a list of all creditors and their balances
  - Wages and severance pay records
  - Tax returns and calculations—e.g. income tax, fringe benefits tax and VAT returns and statements
- Managing budgets —e.g. petty cash, cash advances, payables and payroll of employees
- In charge in making cheque.
- Prepare monthly sales & purchases
- Answers incoming calls

## SEMINARS ATTENDED

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### Upskilling the Aspiring HR Practitioners for the Unfolding Global Challenges

University of San Jose-Recoletos, Main Campus

July 22, 2017

### Employee Promotion and Career

University of San Jose-Recoletos, Main Campus

Audio Visual Room

March 4, 2017

### Employee Discipline and Conduct

University of San Jose-Recoletos, Main Campus

Audio Visual Room

February 11, 2017

## CHARACTER REFERENCES

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### Doc. Ava-Lou Perez, MBA

JPMAP Adviser/ Professor

University of San Jose-Recoletos

Magallanes Street, Cebu City

0933-338-7637

### Julie Olandria

Former Finance Manager

GDS Security Agency, Inc.

BB. Cabahug St. Brgy. Guizo, Mandaue City

0925-5073-788

### Ma. Eden Hautia

HR Assistant

Alpa Hotel Management and Services Inc.

Hernan Cortes St, Mandaue City, Cebu

422-7171

*was hired for HR but got trained to*

*do accounting.*

*2 absence due to dysmenorrhea (ok) mo*

*1 yr & mo*