

CRB nonvoice / voice  
fb  
night shift

12:30 AM  
OM

5/17/19

"Ley" Malaki

**Leyzon M. Saborboro**  
68-B Sambag 1, Urgello St., Cebu City  
09463582293  
leyzonmsaborboro@gmail.com



**CAREER OBJECTIVES:**

To apply my knowledge and professional skills in Financial Management or any related field of my course and to attain the company's goals and objectives.

**SKILLS AND QUALIFICATIONS:**

- Computer literate
- SAP Oriented
- Have great interpersonal skill
- Highly organized and efficient.
- Friendly and outgoing.
- Willing to work overtime.
- Hardworking. *• observant*

*• handle pressure*

**EDUCATIONAL BACKGROUND:**

Tertiary: University of Cebu- Main Campus  
Bachelor of Science In Business Administration Major in Financial Management  
Sanciangko St., Cebu City  
SY 2016-2019 *March*

Secondary: Holy Rosary Academy, Inc.  
Salog St., Poblacion Hinunangan Southern Leyte  
SY 2012-2015

Elementary: Holy Rosary Academy, Inc.  
Salog St., Poblacion Hinunangan Southern Leyte

**PERSONAL INFORMATION:**

Age: 19 *20 go*  
Sex: Female  
Date of Birth: May 10, 1999  
Place of Birth: Hinunangan Southern Leyte *→ family*  
Civil Status: Single, *no dependent*  
Religion: Roman Catholic  
Citizenship: Filipino

F: carpenter (sandi)  
M: housewife

S: 1, eldest  
2nd-grade 7,

irate cus.  
- listen  
- analyze  
- advise

*12k basic*  
ES: *15k all in*

*30 / 74  
95 / 96  
4th*

DA: ASAP

CO: 5.0

*BPO*  
- really needs job  
- boost confidence  
- comm. skills

*iPloy*  
- improve  
- learn

## SEMINARS ATTENDED

- Work Ethics and Professionalism
- Job Hunting Seminar
- Financial Wellness

## EXPERIENCE

New Framework Builders Corp.

Rm 202 A, Geson Bldg, Dionisio Jakosalem St., Cebu City, 6000 Cebu

Accounting Department- OJT

*encoding/purchasing orders*

*300 hrs.*

*Nov 2018 - Feb. 2019*

## CHARACTER REFERENCE:

MS. REA DULCE V. CUTAMORA  
GENERAL ACCOUNTING ASSOCIATE  
ACCENTURE  
09655522534