

MA. LOURDES O. CAGULADA

Tawid, Candijay, Bohol

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JOB OBJECTIVE

To be part of a team that help me unleash my potential and my capabilities in a challenging position which will use my acquired skills and management experience. I am determined to enhance my own productivity, experienced at the same time achieving the organizational objectives with the attributes of time, quality and discipline.

PERSONAL INFORMATION

Date of Birth	: June 23, 1997
Age	: 26
Gender	: Female
Height	: 5'0
Weight	: 42kg.
Place of Birth	: Poblacion, Valencia, Bohol
Father's Name	: Rogelio N. Cagulada (Deceased)
Mother's Name	: Lucila O. Cagulada
Civil Status	: Single
Nationality	: Filipino

SKILLS AND INTEREST

- Advanced Proficiency in Computer Software Applications
- Basic Accounting
- Record Management
- Physically and Mentally fit
- Committed to work to meet strict deadlines
- Flexible and can work under minimum supervision
- Business Correspondence & Communication Skills
- Commitment to Service Excellence
- Proactive, Versatile, Performance-driven
- Willing to learn on new challenges and can work under pressure

EDUCATIONAL BACKGROUND

Tertiary: **BACHELOR OF SCIENCE IN OFFICE SYSTEMS MANAGEMENT**
Bohol Island State University – Candijay Campus
Cogtong, Candijay, Bohol
2018-2019

Secondary:

SAINT JOSEPH ACADEMY
Poblacion, Candijay, Bohol
2012-2013

WORK EXPERIENCE

- **Alturas Group of Company**
Disbursing Clerk-Accounting Department
June 09, 2021 - July 15, 2023
 - Can operate Microsoft business navigation
 - Transact check voucher
 - Fund Transfer
- **Master Gold FZE - Sharjah UAE**
June 2019 - January 30, 2020
- **Alturas Group of Company**
On-The-Job Trainee
November 7, 2018 – March 12, 2019
 - Answering telephone calls and transferring it to concerned employees.
 - Following standardized procedures relating to all aspects of office performance.
 - Sorting and filing of day to day documents as required.
- **BISU – Bohol Island State University Candijay Campus Bohol**
Intern
June – October 2018
- **Medicare Community Hospital – Candijay, Bohol**
Special Program for Employment of Student (Summer Job)
April – May 2017

CERTIFICATION, ORGANIZATION, TRAINING/SEMINAR

- On-The-Job Trainee Completion Certification
- Attended a Mandatory Seminar for Sangguniang Kabataan (2018)
- Member of Solidarity of Future Administrators (SFOAD)
- Attended an Open Space Young Leaders Training (April 22, 2018)

CHARACTER REFERENCES

- MS. KIMBERLY ALESNA
Land bank Officer
Contact No. 09558996450
- MRS. DELIARITA O. CASUNDO
Chairperson at BISU-Candijay Campus
Contact No. 09391728373

- MRS. DOMINICA R. MONTON
OSM Instructor
Contact No. 09074512599

CAREER INTEREST (S)

- Accounting /Financial Services, Administration, Customer Services

I hereby declare that the above mentioned information's are genuine and true to the best of knowledge. Thank you.