



ALYSSA YLVA L. DURAN

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Monching, Siay, Zamboanga Sibugay

A Bachelor of Science in Accountancy graduate, passionate about building strong client relationships, driving brand loyalty, and increasing customer engagement. Flexible and adaptive to any situation.

Seeking a position in a challenging environment. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-solver who gets the job done.

Work Experiences

LONE STAR HOME BUYERS OF TEXAS | Jun 2021 - Jul 2021

ISA Internship

- Schedule meetings between the lead and the investor to discuss how the company can help with real estate problems.
- Copy-pasting leads data from Excel to the company's system.
- Keeping a detailed log of calls, including those not answered.

MARINE VIRTUAL POINTER | Jan 2022 - June 2023

Lead Generation, Appointment Setter

- Contacting possible leads through different social media platforms.
- Fielding basic questions and concerns about the services the company offers.
- Scheduling a consultation between the prospective lead and a Sales Representative.

LGU SIAY MUNICIAPLITY | Dec. 2022 - May 2023

Office Staff / Voucher Officer

- Reviewing and processing vouchers submitted by individuals or departments within the organization.
- Ensure that all records are accurate, up-to-date, and properly filed for future reference and auditing purposes.
- Verifying the accuracy and completeness of supporting documents, such as invoices, receipts, and purchase orders.

NBJ FOODS, INC | Sept 2023 – Nov. 2024

Accounting Staff and Company's Liaison Officer

- Records financial transactions such as Sales, Purchases, Receipts, and Payments to accounting software.
- Preparing Financial Statements.
- Provides information to the bookkeeper from the company /vice versa.
- Monitor the payments and taxes to the BIR.
- Coordinate activities from the bookkeeper to the company.

Education Level

Universidad de Zamboanga-Ipil Jun 2018 - Sep 2022

Bachelor's Degree in Accountancy

- Student Supreme Council Secretary (2019-2020)
- Student Supreme Vice President (2020-2021)

Organizational Experience

Junior Philippine Institute - UZ-Ipil Aug 2020 - Sep 2022

Secretary

- Tracks everything from deadlines to essential files.
- Typing, preparing, and collating reports.
- Organizing and servicing meetings (producing agendas and taking minutes).

Junior Philippine Institute- UZ-Ipil Jun 2019 - Apr 2020

Documentary Officer

- Keeping and securing all the organization's documentation.
- Taking pictures or videos of events.
- In charge of attendance of officers or department members.

Skills

Excellent Communication

Fluent in English, able to build a conversation with native English speakers. :

Marketing

Foundational knowledge in marketing through marketing subjects in college.

Aptitude to learn

Knowledgeable of new technologies and easily adapts to changes and advancements.

Creative

Consistent engaging ideas, creative initiatives, and campaigns.

Character Reference:

SHIEVA ALMAGRO
Former NBJ Supervisor
Phone No. 09957548446