

**JUSTICE C. LISONDRA**  
10 Mt. Pinatubo Ext. Southside  
Makati City  
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justicelisondra@gmail.com

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## **CAREER OBJECTIVE**

I am a graduate of Business Management major in Operations Management currently looking for a position as a management staff or an open position related to financial and administrative task where I could apply the theories, knowledge and skills I learned and acquired from studying and joining internship program into corporate world. Moreover, I would like to work with professionals to enhance and improve, and to grow in my chosen field.

## **EDUCATION**

### **Tertiary**

#### **STI COLLEGE- GLOBAL CITY**

BS IN BUSINESS MANAGEMENT MAJOR IN OPERATIONS MANAGEMENT

Graduated May 26, 2017

#### **TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES**

BS IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE

DEVELOPMENT AND MANAGEMENT

June 2013- October 2013

### **Secondary**

**BENIGNO 'NINOY' S. AQUINO HIGH SCHOOL**

Technical and Vocational Curriculum

NCIII Bookkeeping

2010-2013

## **CORPORATE BACKGROUND/ EXPERIENCE**

### **INTERNSHIP**

Controlling Department

Bosch Service Solutions, Inc.

W 5<sup>th</sup> Bldg. 5<sup>th</sup> Ave. Cor. 32<sup>nd</sup> Street Bonifacio Global City, Taguig

November 21, 2016- August 3, 2017

### **APPRENTICESHIP**

Finance and Admin Apprentice

Bosch Service Solutions, Inc.

W 5<sup>th</sup> Bldg. 5<sup>th</sup> Ave. Cor. 32<sup>nd</sup> Street Bonifacio Global City, Taguig

August 04 2017- April 30, 2018

## **QUALIFICATIONS AND SKILL**

- College Graduate
- Bookkeeping
- SAP Gui literate
- BIR data entry, validation and e-submission
- English Proficient
- Adept at Microsoft Office such as Word, Excel and Power Point
- Data Filing
- Invoicing and work-on
- Experienced working in a diverse company
- Fast learner, observant and flexible
- Willing to learn and grow
- Knows how to troubleshoot computer
- Knows the process for payment requisition
- Dean's Lister (2015)

## **PERSONAL REFERENCE**

Nguyen Thanh Dat  
Finance Manager/ Senior Controller  
Bosch Service Solutions, Inc  
+84 8 62878275

Cynthia A. Balagot  
Junior Controller  
Bosch Service Solutions, Inc.  
+63977802637

## **PERSONAL BACKGROUND**

Date of Birth:	September 21, 1996
Citizenship:	Filipino
Sex:	Female
Civil Status:	Single
Height:	5'1"
Weight:	58 Kg
Religion:	Jehovah's Witnesses
Language Spoken:	English, Tagalog
Interests:	Reading news, drawing and drafting, volunteer works

