



CAGATA,MA. CASEY ABITA

Finance Admin Staff

Financial admin assistants are responsible for coordinating a variety of financial processes, such as invoicing, payroll, and account management. Their duties include keeping track of office inventory and managing financial documents, records of transactions, and budget reports.

Contact

Phone

09363107531

Email

caseycagata96@gmail.com

Address

Alejawan Jagna, Bohol

Education

2013-2014

Bohol Institute of Technology-
International College

DEGREE

Bachelor of Science in
Information Technology

Expertise

- Administrative Skills
- Analytical Skills
- Computer Literate
- PC Trouble Shooting
- Computer Hardware Servicing
- Customer Service

Language

English

Experience

○ 2020-Present

SUNRISE FUNERAL HOMES

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2018-2020

Prime Care Kaagapay Life Plan, Inc.

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October 2017-December 2018

Brgy. Alejawan Jagna

Brgy. Secretary

1. Keep custody of all records of the sangguniang barangay and the barangay assembly meetings;
2. Prepare and keep the minutes of all meetings of the sangguniang barangay and the barangay assembly;
3. Prepare a list of members of the barangay assembly, and have the same posted in conspicuous places within the barangay;

June 2015-April 2016

Cebu Mitsumi- Danao City, Cebu

Production Operator

○ Handles and monitors manufacturing machinery in a factory or other comparable facility, assemble, manufacture, process, and package products on a production line by operating equipment.