

NHIEA VIEN LOIS MANZO

BACHELOR OF SCIENCE IN
MANAGEMENT ACCOUNTING



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✉ nvlpmanzo@addu.edu.ph

📍 B76, L38, Opal St., Deca Homes
Esperanza, Tigatto, Davao City,
Philippines

SKILLS

- Proficiency in Microsoft Office
- Communication Skills
- Individual and team work flexibility
- Able to get along well with coworkers and accept supervision
- Ability to work a flexible schedule
- Attention to detail
- Xero and Quickbooks

EDUCATION

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

ATENEO DE DAVAO UNIVERSITY
Graduated

June 2019- May 2023

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN EXPORT MANAGEMENT

DE LA SALLE-COLLEGE OF SAINT
BENILDE

2018

ORGANIZATIONS & AFFILIATIONS

MEMBER

Junior Philippine Association of Management Accountants-
AdDU Chapter

Ateneo De Davao University

June 2020-Present

- Participating in JPAMA Activities

CREATIVES COMMITTEE MEMBER

SAMAHAN Logistics Department

Ateneo De Davao University

2022-Present

- Made layouts for an all-access passes to students who are SAMAHAN members
- Made creative designs for AdDU Fiesta posters.
- Assisted the participants for poster-making contest of the AdDU Fiesta

MEMBER

Junior Philippine Institute of Accountants-AdDU Chapter

Ateneo De Davao University

2019-2020

- Actively participating in JPIA activities

SEMINAR, CERTIFICATES AND WORKSHOPS ATTENDED

Career Service Professional Eligible - June 2022 CSC Passer

Accountancy in the New Age

October 2022

Tips and Ways Through An Interview

February 2022

Webinar on Income Tax with Walkthrough Procedures on Information Tax Returns September 2021

September 2021

Webinar on Withholding Tax - Compensation with Walkthrough Procedures on Information Tax Returns

September 2021

WORK EXPERIENCE

Land Bank of the Philippines-Davao Lending Center

Intern

Davao City, Philippines

January 9, 2023-March 8, 2023

- Filing of loan documents
- Facilitated accounting information of clients on the accounting system of the said bank.
- Was in-charge of the loan balances and loan interests of unpaid accounts.
- Scheduled miscellaneous assets and tax credits.

ISIAH MEPF CONSTRUCTION

Administrative Assistant & Human Resource Assistant

Parañaque City, Philippines

June 2018-September 2018

- Assisted with administrative tasks
- Facilitated incoming employees upon sending of application

CHARACTER REFERENCES

MS. REHELL KAYE B. MOSQUEDA-BINOYA, CPA, MBA

Ateneo de Davao University School of Business and Governance

Chair, Management Accounting Department

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Mrs. Frances Nina F. Bitang

Ateneo de Davao University Arrupe Office of Social Formation

Formator, Arrupe Office of Social Formation

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