



MARY GRACE M. GALANG

29 C 3rd Ave. HHSG Village North Signal Taguig City
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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- **Kolin Philippines International Inc.** April 4, 2016 - Present
Accounting Assistant
 - Billing of Service job report of provincial area.
 - Checking and sorting all accounting documents from provincial branches.
 - Prepares provincial branch monthly revenue report
- **City Government of Taguig, Public Order and Safety Office** December 12, 2012 - March 31, 2013
Intern
- **Coca Cola Bottlers Business Services (Facilities and Admin)** December 9, 2013 - February 14, 2014
Intern

Education

- **Taguig City University** 2010 - 2014
Bachelor of Science in Business Management
- **Western Bicutan National Highschool** 2005 - 2009
Secondary School

Skills

- Computer literate
- Multitasker
- Adaptability to work
- Work Ethic

Personal Details

- Date of Birth : 07/18/1991
- Nationality : Filipino

Reference

- **Jelyn A. Lominoque - "Firefly Electric and Lighting Corporation "**
Collection Associate
jlominoque8@gmail.com
09063589892

Seminar And Training Attended

- IQA ISO 9001:2015
4th flr. Kolin Bldg. AVR
August 2018