



John Mark

Objectives

To be part of a company which can provides a great opportunity to fulfill company succession in terms of goals and objectives on utilizing and maximizing my skills, knowledge and productivity for the growth of the company in different kind of industries.

Professional Job Experience:

**-ACCOUNTING STAFF | [REDACTED] |
OCTOBER 2019 – SEPTEMBER 2020**

- Knowledgeable in bookkeeping, billing, payroll and other administrative documents.
- Disbursement and reimbursement of company expenses.
- Accounts payable and account receivable.

**-INHOUSE APPRAISER | [REDACTED] |
SEPTEMBER 2020 – DECEMBER 2022**

**-REVIEW APPRAISAL SUPERVISOR | [REDACTED] |
JANUARY 2022 – PRESENT**

- Provides or review an appraisal report for the client regarding on market value of real estate property.
- Monitoring all accounts on its deadline.
- Analyzing data's which is suitable or what is needed.
- Communicate other employee in maximizing things on day to day basis for better efficiency.
- Able to manage a difficult problem solving technical or operational.
- Communicate with client regarding on their respective issues.

Pre-Professional Job Experience:

-INTERN | [REDACTED] | MAY 2018 – JULY 2018

Education

TERTIARY:

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT ACCOUNTING | JULY 13, 2019 | [REDACTED]

SECONDARY:

HIGH SCHOOL DEGREE | MARCH 2015 | [REDACTED]

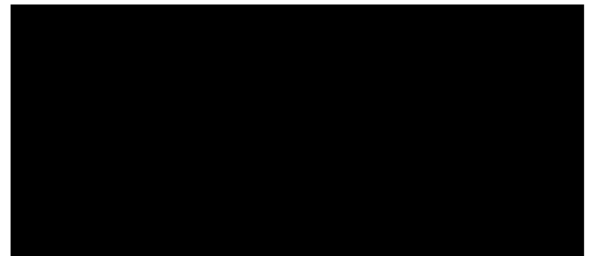
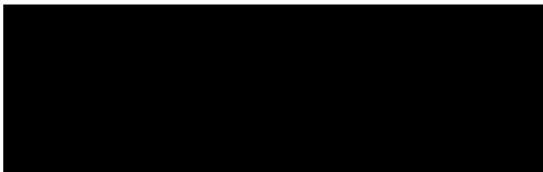
PRIMARY:

ELEMENTARY DEGREE | MARCH 2011 | [REDACTED]

Skills & Abilities

- Able to work on a fast-paced work environment
 - Willing to learn and adapt in different kind of environment
 - Ability to work independently or as a part of a team
 - Highly Computer Literate and willing to explore different application
 - Flexible in different types of work
 - Perform task efficiently before or within deadlines
 - Good communication both oral and written
 - Can manage multiple task
 - Excellent in terms of analytic and critical thinking
 - Knowledgeable on autocad application
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Reference



I HEREBY CERTIFY THAT ALL GIVEN INFORMATION ARE ACCURATE AND TRUE UP TO THE BEST OF MY KNOWLEDGE AND BELIEF.


JOHN MARK [REDACTED]