



ZSARINA PINK DAVIDON

BS IN MANAGEMENT ACCOUNTING

CONTACT

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Aldea Buena Mactan Lapu-Lapu City

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EDUCATION

2018 - 2020

UNIVERSITY OF CEBU

- Accountancy, Business and Management (ABM)

2020 - 2024

CEBU INSTITUTE OF TECHNOLOGY UNIVERSITY

- Bachelor of Science in Management Accounting

SKILLS AND STRENGTHS

- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Problem Solving Skills
- Attention to Detail

AWARDS AND RECOGNITION

- Front Office NC II Holder
- First in Managerial Economics

LANGUAGE

- English
- Tagalog
- Cebuano

PROFILE

I graduated as a Management Accounting Student in Batch 2024 at the Cebu Institute of Technology. I am 25 years old and currently residing in Lapu-Lapu City. I am very flexible and willing to adapt to new learnings and experiences. I am very well organized and have done many responsible tasks since I was 14 years old. I believe my passion for doing my work will enable me to boost my confidence and execute my job proficiently. I am open for growing opportunities and is looking forward to this Industry.

BACKGROUND AND EXPERTISE

Youth Leadership & Ministry Experience

2016 - PRESENT

Our Mother of Perpetual Help Parish - Babag

Experienced in servant leadership, financial management, administrative coordination, and media communications through active service in parish organizations. Skilled in budgeting, financial reporting, event coordination, meeting documentation, social media management, and collaborative ministry work. Demonstrates strong organizational, communication, and leadership abilities while supporting parish activities, youth programs, and media initiatives with integrity and reliability.

Accounting Staff (On the Job Training/Internship)

6 MONTHS

REC & CO CPA'S Certified Public Accountants

Assisted the finance team with daily bookkeeping tasks, including the encoding of financial transactions into the accounting system and maintaining precise general ledgers. Prepared and verified financial documents such as check vouchers, journal vouchers, and purchase orders to ensure proper authorization and supporting attachments and Sorted, filed, and digitized physical financial records, improving document retrieval efficiency for the department.

WORK EXPERIENCE

Cinnamon Gourmet Small Business

1 YEAR AND 6 MONTHS

February 2, 2022 - August 12, 2023

Co-founded and managed daily operations for a local cinnamon-focused food business, overseeing product quality control, inventory management, and supplier relations.

Expedia Agent in Foundever Philippines Corporation

6 MONTHS

November 6, 2023 - April 01, 2024

- Provided end-to-end customer support to global travelers, handling inquiries regarding flight modifications, hotel reservations, cancellations, and complex travel itineraries.
- Navigated multiple booking systems and internal databases simultaneously to verify policies, process refunds, and deliver accurate resolutions under tight timelines.
- Demonstrated strong critical thinking and technical proficiency by managing multi-screen workflows and proprietary travel software.

Accounting (Accounts Receivable) in Ever Providence Distribution Inc.

1 YEAR AND 8 MONTHS

September 9, 2024 - May 20, 2026

- Managed the timely processing, verification, and posting of high-volume customer invoices and daily collections for one of Cebu's largest distribution companies.
- Reconciled accounts receivable ledgers to ensure all payments were accounted for and properly posted, minimizing discrepancies and maintaining ledger accuracy.
- Generated daily, weekly, and monthly AR reports to provide management with clear visibility into cash inflow and outstanding credit limits.
- Processed and monitored incoming payments, ensuring accurate allocation against outstanding customer accounts.

REFERENCE

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