

**Kenny Cajandab Loria**

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Sorsogon, Philippines

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

**WORK EXPERIENCE****Product Listing/Admin Assistant**

Amazon

June 19, 2023 – January 2024

- Manage amazon seller central account
- Provide customer support
- Responsible on checking inventory and non-moving stocks
- Product listing
- Contacting supplier via Email
- Responsible on processing orders
- Arranging shipment from our shipping center to amazon warehouse

**Accounting Clerk**

*Makapa Corporation Construction Company Legazpi City*

Nov 2019 –March 2023

- Responsible payroll processing. In charge of daily record with expenses, purchase and sales including BIR, Payments and Vouchers. Keeping financial records updated.
- Processed business transactions including accounts payable and receivable, disbursements, expense vouchers and receipts.

**Accounting Staff**

*Clarahi Itrading Retail / Merchandise Legazpi City*

Jan 2017 - Aug 2018

- Responsible for daily records of sales, purchases, and Inventory.
- Keeping financial records updated and processed business transactions.
- Accountable for preparing reports reconciling records and payroll processing.

## **EDUCATIONAL BACKGROUND**

### **Bicol University College of Arts & Letters**

Audio Visual Communication Legazpi City

Jan 2012 - Apr 2016

## **SKILLS**

- Computer Literate (MS word/Excel/Power Point)
- Time management
- Problem solving
- Customer service
- Planning

## **Languages**

- Filipino
- English