



JENNALYN TAPANG

About Me

I have been working in various industries for 12 years such as accounting, bookkeeping, people management, admin tasks, sales, customer service and tax escalations.



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Sitio Lote, Brgy. Central, Tarlac City

LANGUAGE

- English

EXPERTISE

- Management Skills
- Creativity
- Accounting
- Negotiation
- Critical Thinking
- Customer Service

EXPERIENCES

Bookkeeper/Accounting Services

Accounttech (US Client)
July 2024 - May 2025

Bookkeeper

1623 General Mdse./M.A.A Galang Construction/NZD Trading
Jan 2017 - December 2024

Community Operations Specialists (Email/Chat Support)

Uber Phillipnes Centre of Excellence
July 2022 - June 2024

Customer Care Associate

Iqor Philippines
June 2021 - June 2022

Customer Service Representative

Sitel Phillipines
September 2020 - May 2021

Sales Representative

New RBW Marketing
February 2020 - July 2020

Accounting Associate (Accounts Receivable/Payables/Billings)

Bzmark Promo Specialists Inc. November 2014 - January 2020

EDUCATION

Bachelor of Business Administration MAJOR in Financial Management

Tarlac State University
2008-2012

SKILLS SUMMARY

Customer Service	<div><div></div></div> 83 %
Admin Task	<div><div></div></div> 80 %
Accounting	<div><div></div></div> 85 %