

CURRICULUM VITAE

REDGE ANTONIO MORLA

Villa No. 18 Apartment 2, Baniyas 7, Abu Dhabi, UAE

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+97156-582-4958



PERSONAL INFORMATION

Age: 23 years old

Birthdate: June 28, 1999

Civil Status: Single

Address: Villa No. 18 Apartment 2, Baniyas 7, Abu Dhabi, UAE

Weight : 52 KG

Height : 4'11"

Passport No : P0342873C ,Valid until June 1, 2032

EDUCATIONAL BACKGROUND

COLLEGE/UNIVERSITY

Bachelor of Science in Accountancy

Universidad de Zamboanga

Don Toribio Road, Tetuan, Zamboanga City Philippines

June 2015 – April 2020 (GRADUATED)

HIGHSCHOOL/SECONDARY

CLARET SCHOOL OF ZAMBOANGA CITY

Ruste Drive, San Jose Road, Zamboanga

City Philippines

June 2011- March 2015 (GRADUATED)

ELEMENTARY/PRIMARY

PUTIK CENTRAL SCHOOL

Putik Road, Zamboanga City, Philippines

June 2005- March 2011 (GRADUATED)

ACHIEVEMENTS AND AWARDS

-Certificate of Participation

UNYAP SUMMIT AÑO QUATRO (Feb. 25, 2016)

-Certificate of Participation

Regional Academic Quiz Showdown

-Certificate of Participation

Leadership Training and Team Building Workshop

-Certificate of Participation

NACPAE Regional Forum: Zamboanga

-Certificate of Participation

UZ-JPIA Convention

-Certificate of Recognition

Service Award

-Certificate of Recognition

Special Award

-Certificate of Recognition

1st place in Bowling during SBM Fest

-Certificate of Appreciation

2nd place in Athletic Dance

WORK EXPERIENCE

ACCOUNTING CLERK

H.E Source Lending Corporation

October 6, 2020-February 10, 2021

Duties and Responsibilities:

-Daily Cash Flow

-Updating the BIR Remittance

-Updating the Ledger of the Company

-Monitoring the Cash in Bank and Cash on Hand

-Preparing Salaries for Employees

-Updating the Financial Statement every end of the month

SENIOR ACCOUNTING STAFF

Sun Gate Pawnshop, Inc.

April 21, 2021-November 30, 2022

Duties and Responsibilities:

- Recording of Remittance (16 banches)
- Recording of ECPay Reports
- Preparing Monthly Reports of Auction Sales
- Recording Reports Cashier Shortage/Overage Report
- Recording of Accounting Findings

SPECIAL SKILLS

- Computer Proficiency
- Ability to work in harmony with Co-Workers
- Expert in using Microsoft (Word, Powerpoint, Excel)
- Analytical Thinking Skills
- Decision-Making Skills for the Workplace
- Data Analysis
- Typing Skills (Moderate)
- Adaptability
- Positive Attitude
- Problem-solving / Conflict Resolution
- Time Management
- Basic Cash Flow
- Basic Trial Balance
- Basic Income and Expense
- Basic Financial Position