**KRISTINE**

[**KRISTINE.349305@2freemail.com**](mailto:KRISTINE.349305@2freemail.com)

**OBJECTIVE:**

To utilize my professional and life skills experience with the intention of securing a professional career with ample opportunity to tackle challenges and advance, while continuously building on my library of knowledge and skills.

**CAREER PROFILE:**

With more than 4 years’ working experience, I would like to offer my skills in Financial Management set to a medium or large size, so to help the company meet objectives in a timely manner.

* Productive and Goal Oriented Person.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.
* Advanced Microsoft Office (Word, Excel and PowerPoint).

**Professional Experience:**

**Diversified Drilling & Industrial Equipment F.Z.E.**

**Secretary cum Receptionist**

*13th Floor Al Hisn Road Julphar Office Tower RAK, UAE*

*April 2013 to April 2017*

**Duties and Responsibilities:**

* Dealing with telephone, forwarding calls and taking messages;
* Meeting and greeting clients;
* Arranging couriers;
* Creating and maintaining filing systems for the HR, Accounts and Logistics Department.
* Arranging travel and accommodation for manager’s/staff or customers and other external contacts;
* Preparing MRF in the system to enable Finance prepare PO;
* Keeping the weekly reports of the Manager’s;
* Ordering and maintaining office stationery and groceries;
* Photocopying and printing various documents, sometimes on behalf of other colleagues;
* Typing and word processing;
* Any other tasks as assigned from time to time by any manager;

**LYR Group of Companies (Binos Lending Corporation)**

**Front Desk Receptionist**

*2nd Floor Dacudao Bldg., Quirino Ave., Davao City, Philippines*

*August 2012 to March 2013*

**Duties and Responsibilities:**

* Preparing Loans Approval;
* Monitoring of Check, Cash Voucher and Disbursement Voucher;
* Compile reports;
* Entertains all customer complaints regarding their loans;
* Table C.I.;
* Any other tasks as assigned from time to time by any manager;

**SEMINARS ATTENDED:**

**1st Mindanao Finance Convention "Financial Literacy to Financial Proficiency"**

Mini-Auditorium DPT Bldg., University of Mindanao, Matina Campus, Davao City

November 19, 2011

**Budgeting and Investment**

Mini-Auditorium, DPT Bldg., University of Mindanao, Davao City

February 11, 2012

**Cash and Credit Management**

GK Village Catigan Toril, Davao City, Philippines

March 10, 2012

**EDUCATION:**

**Bachelor of Science in Business Administration major in Financial Management**

2008-2012

University of Mindanao

Davao City, Philippines

**PERSONAL INFORMATION:**

Date of Birth : July 10, 1991

Date of Place : Laak, COMVAL Prov., Philippines

Nationality : Filipino

Religion : Roman Catholic

**Character Reference** : Available upon request

I hereby certify that the above information details are true and correct to the best of my knowledge and beliefs.