**CHRISLYNE**

Email: chrislyne.380231@2freemail.com

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**CAREER OBJECTIVE:**

To work in an organization where I am able to give the organization’s growth and profitability with my skills and in turn gets an opportunity to gain exposure and ability that would help me build a strong and successful career.

**SUMMARY AND QUALIFICATIONS SKILLS:**

* Having **2 years and 2 months** experience as **Treasurer** of a Local Government Unit
* Strong knowledge of MS Office programs, particularly Excel
* Good Communication Skills (English and Filipino)
* Able to work independently and fast learner
* Established working relationships with customers/clients
* Strong organizational skills with ability to multi-task
* Time management skills and the ability to prioritize work
* Working knowledge of office equipment, like printers and fax machines

**WORK EXPERIENCE:**

* ***Barangay Local Government Unit (BLGU) Treasurer***

*January 2016 to March 2018*

 ***Kayapa, Nueva Vizcaya, Philippines***

* ***On the Job Training – Finance Staff***

*Finance and Administrative Services Office of the Department of Science and Technology – CAR*

*January 2015, to April 2015 – 3 months experience*

***La Trinidad, Benguet, (Baguio City) Philippines***

**JOB DESCRIPTION:**

* Annual Budget and Financial Statements preparation
* Manage bank accounts, book keeping and record keeping
* Ensure use of funds complies with conditions set by funding bodies
* Manage all filing requirements
* Maintain financial accounting records and cash flow statements
* Processing checks and handle payments and deposits accurately
* Prepare Payrolls for the staffs and laborers and tax computations
* Collect all taxes, fees, other charges and contribution dues
* Prepares vouchers and make payments for the purchases

**EDUCATIONAL ATTAINMENT:**

* **College – Bachelor of Science in Financial Management and Accounting**

 ***University of Cordilleras***

 *Gov. Pack Road, Baguio City, Philippines*

 *Year Graduated: April 2015*

* **Secondary - Kayapa High School**

*Kayapa Nueva Vizcaya, Philippines*

 *Year Graduated: March 2010*

**PROFESSIONAL QUALIFICATIONS:**

* **National Certificate III in Bookkeeping – TESDA**

*June 25, 2013*

* **Planning and Budgeting Workshop**

*September 26 – 27, 2017*

**PERSONAL PROFILE:**

* Date of Birth : July 14, 1993
* Age : 24 years old
* Religion : Christian
* Civil Status : Married
* Citizenship : Filipino
* Height : 5’2
* Weight : 50 kg

**REFERENCES:**

Available upon request.

**CHRISLYNE**

 (Applicant)