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DUBAI, UNITED ARAB
EMIRATES 9200



M02-17-000170

EDUCATION

Diploma of Higher Education:
Primary - Medal Honor

**Dona Juana Actub Lluch
Memorial Central School,**
Iligan City / Philippines, June
1997 - April 2005

Diploma of Higher Education:
Secondary

**Iligan City National High
School,** Iligan City /
Philippines, June 2005 - April
2009

Bachelor of Business
Administration:
Entrepreneurial Marketing
**Mindanao State University -
Iligan Institute Tec.,** Iligan
City, June 2009 - June 2013

LANGUAGES

English:

Advanced

KRISTINE COLONIA

PROFESSIONAL SUMMARY

Aspiring Billing Clerk seeks opportunity to add value to successful business operations. Knowledgeable in accounting principles with strong Excel abilities. Confident team player with good organization and communication skills for helpful team support.

WORK HISTORY

October 2013 - December 2023

Desmark/Premio Corporation - Operations Clerk (Cashier, Invoice, Petty Cash),
Iligan City, Philippines

- Organized corporate and office meetings for up to team members.
- Troubleshoot to resolve routine errors and discrepancies and recommended possible improvements.
- Motivated and encouraged team members to enable effective front-line policing service.
- Devised and implemented strategies for identifying and resolving personnel issues.
- Verified accuracy of billing data, correcting any identified errors.
- Collected and filed reports from officers for new and ongoing cases.
- Enhanced productivity by coordinating itineraries and scheduling appointments.
- Streamlined operations by organizing files and documents to implement improved workflow and organization.
- Safely and securely handled intelligence to minimize unnecessary disclosure.
- Dispatched invoices within agreed timeframes to limit payment delays.

June 2013 - August 2013

Treasure Steelwork Corporation - Accounting Assistant, Iligan City, Philippines

- Organized budget documentation and tracked expenses to maintain tight business controls.
- Assisted in preparing monthly, quarterly and year-end tax returns.
- Processed routine and wire transfers for assigned portfolios.
- Participated in monthly, quarterly and annual audits.
- Interpreted and applied accounting policies, rules and regulations to confirm compliance with applicable standards.

April 2012 - May 2012

Philippines National Bank - On The Job Training (OJT), Iligan City, Philippines

- Consistently met service quality targets by maintaining in-depth knowledge of bank products, services and best practices.
- Logged cashier's cheques and other transactions to maintain accuracy of account records.

PERSONAL DETAILS

Date of Birth / Age:

23/04/1992

Nationality: PHILIPPINES**Marital Status:** Married**Visa Status:** TOURIST**Gender:** FEMALE**Religion:** ROMAN CATHOLIC**Passport:** P4585429C

- Audited fellow teller currency to contribute to dual-control procedures.
 - Built and strengthened customer relationships by leveraging excellent interpersonal and communication skills.
 - Provided customer records on demand, including account statements and copies of checks.
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SKILLS

- Computer Literate (i.e MS Office Productivity Tools, Open Office Tools & Excell.)
- Special billing procedures
- Data entry
- Supervising clerical personnel
- Billing performance reports
- Transmitting files
- Financial report creation
- Excel proficient
- Payment processing
- Inventory systems
- Operational processes