

CHRYSTINE DA-ITON MASLANG**E-Mail:** maslangchrystined@gmail.com**Mobile no.** +971509812642**Visa:** Visit Visa

CAREER OBJECTIVE: To secure a challenging position where I can apply and expand my experience, gain new knowledge, and continuously develop my skills in a dynamic work environment that fosters personal and professional growth.

Key skill:

- Analytical and problem-solving skills
- Time management
- Customer Service Skills
- Bookkeeping
- Computer literate
- Cashiering
- Detail Oriented
- Excellent attitude towards work and good working ethics
- Passion for continuous learning and personal growth

QUALIFICATION:

Bachelor of Science in Management Accounting August 2016-August 2019

WORK EXPERIENCE:

Store Consignor Office Clerk- 26 Oct. 2024 to 10 March 2025, Sanford Marketing Corporation, La Trinidad, Benguet, Philippines

Responsibility: Provide administrative support assisting the department in providing services to store clerk operations. I finalize the screening and deployment of merchandisers and tenants that will be assigned to different branches. Making calls to agencies and companies to address business concerns related to their merchandisers and products. Addressing to coordinators, merchandisers and tenants' concerns making sure to give immediate solutions. Makes and update merchandisers and tenants related reports.

Customer Service Representative (Financial Fraud Analyst Account) – 21 September 2023 to 16 April 2024, Concentrix, Camp John Hay, Baguio City, Philippines

Responsibility: Handles inbound calls and outbound calls related to credit and fraud concerns. Monitoring client's transaction for any red flags indicators for fraudulent transactions. Identifying fraudulent activities such as account takeover, identity theft and other similar risk. Validating the identity of the client and confirming unusual transactions making sure that the transaction is legitimate before approving the transactions.

General Bookkeeper – 18 April 2021 to 3 January 2023, Anasazi Vegetable Trading Coop., Pico, La Trinidad, Benguet, Philippines

Responsibility: Assist in the daily transactions. Maintains accurate financial records. Making payroll and checking records of the employees. Tracking outstanding balances of clients and collecting outstanding client debts. In charge in the daily cash flow and inventories. Assigned to do business related transactions to customers such as; assisting in the inspection of the products and addressing their concerns.

General Bookkeeper – 28 January 2020 to 16 April 2021, Summit Bank of Tublay Inc., Abatan Buguias, Benguet, Philippines

Responsibility: Recording entries & preparing tickets for the overall transaction. Balancing of depositor's account. Assist in the daily transactions such as deposit, withdrawal, remittance and loan. Updating manual subsidiary ledger, general ledger & loan ledger. Secure financial information by complementing database backup. Supervise the work of savings bookkeeper, cashier and bank teller.

General Bookkeeper Assistant – 14 January 2019 to 28 March 2019, On-the job training, Land Bank of the Philippines, Baguio Accounting Centre, La Trinidad, Benguet, Philippines

Responsibility: Sorted documents according to different branches for Financial Management System (FMS) entry of bookkeepers. Updated manual subsidiary ledger. compering records from the system and from the proof sheets. Classified, sorted and validated checks, deposit slips, withdrawal slips, on call slips, and BIR slips. Secure financial information by complementing database backups; keeping information confidential.

PERSONAL DETAIL: Filipino, December 25, 1997, Single, Speaks English and Filipino

REFERENCE: Available upon request