



Christine S. Simogan

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Objective

A detail-oriented accounting professional capable of delivering expected quality outputs. A highly adaptable individual who works well with others but can also work independently.

Personal Details

- Date of Birth : 24/12/1996
- Marital Status : Single
- Nationality : Filipino

Education

- **University of Bohol**
Bachelors of science in accountancy 2013-2018
- **Dr. Cecilio Putong National High School**
2010-2013

Skills

- Knowledge of general business practices
- Knowledge of basic accounting principles and terminologies
- Ability to analyze data
- Proficient with Microsoft programs (MS Word & MS Excel)
- Critical thinking skills
- Ability to work under pressure

Experience

- **SMCT GROUP OF COMPANIES** August 2019 - Present
Accounting Staff
 - * Tracing and recording of branch collection deposited to Head office bank accounts & remit.
 - * Checking of branch collection if it coincides with amount deposited.
 - * Tracing of branch collection deposited through remittance centers.
 - * Tracing and recording of customers payment deposited through remittance centers and Head Office Bank accounts.
 - * Recording of Fund transfers from branch to Head office Bank accounts.
 - * Recording of checks, cash and other cash items deposited in head office's bank accounts.

- **Eskaya Beach Resort and Spa**

December 2018 - May 2019

Front Office Associate

- * Check guests in and out of their rooms.
- * Answer any questions guests have.
- * Arrange reservations like transportation, restaurants and tours for guests.
- * Makes sure that the guests are informed about hotel/resorts policies, events and activities available in the resort.
- * Answering telephone calls, as well as screening and forwarding calls.
- * Scheduling and confirming appointments, meetings, and events.
- * Welcoming and assisting visitors in a friendly and professional manner.
- * Handling basic inquiries and sorting mail.
- * Monitoring office supplies and ordering replacements.
- * Keeping the reception area tidy and observing professional etiquette.
- * Performing other administrative tasks, if required.

- **Commission On Audit**

September 2018 - October 2018

On the job trainee

Reference

- **Mary Jean C. Bandala - "SMCT GROUP OF COMPANIES "**

Administrative Officer

jean_smct@yahoo.com.ph

- **Wilfreda M. Balonganl - "SMCT GROUP OF COMPANIES "**

Treasury Officer